



Bethlehem Township School District

Edward Abato, Chief School Administrator
Principal, Hoppock Middle School

Bree Brace, Principal
Thomas B. Conley School

Brian Latzke
School Business Administrator/Board Secretary

Sally Klemm
Director of Special Services

Kristopher Boganski
Supervisor of Curriculum & Instruction

December 12, 2023

Dear Parent/Guardian,

It is that time of year when we are burdened by a variety of illnesses. We understand that your child may require medication during this time period. Our school has a written policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type, including over the counter drugs given during school hours, we ask that you please review the following requirements and guidelines.

- If your child is taking prescribed or over the counter medication and you do not have documentation by a physician, you may visit the school and give the medication to your child at the appropriate time(s).
- You may obtain a copy of a medication form via our website, from the school nurse or school administrative assistant. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over the counter drugs, the form must be signed by the doctor and by you, the parent or guardian. Medications must be brought to school by the parent/guardian. The medication must be in a pharmacy labeled bottle which contains instructions on how and when the medication is to be given. Over the counter drugs must be received in the original container, labeled with your child's name, and will be administered according to the doctor's written instructions.
- Cough drops are considered a medication, but do not require a physician's note for administration.
- **Self-Medication:** Self-administration of medication by a student for asthma or other potentially life-threatening illnesses, a life threatening allergic reaction, or adrenal insufficiency is permitted in accordance with the provisions of N.J.S.A.18A:40-12.3. Students requiring medication for asthma, anaphylactic reactions (or both), and diabetes may self-medicate with physician authorization, parent permission and a student agreement for self-carried



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medication. Students must demonstrate the necessary knowledge and developmental maturity to safely assume responsibility for and management of self-carry medications. School nurses will not administer any medication to the students unless they have received a medication form properly completed and signed by both doctor and parent/guardian, and the medication has been received in an appropriately labeled container. If you have questions about the policy, or other issues related to the administration of medication at schools, please contact the school nurse.

- No medications, including cough drops, should be transported on the bus for the safety of all children. Please drop off all medications at the school. If necessary, please ask your physician for two, so one can be left at school and one can be left at home.

Thank you for your time,
Cynthia Arancio BSN, RN, CSN
Shannon Scanlon BSN, RN, CSN