



## ARLINGTON CENTRAL SCHOOL DISTRICT

Jill A. Post

Assistant Superintendent for Pupil Personnel Services

144 Todd Hill Road • LaGrangeville, NY 12540

Phone: 845-486-4460 • Fax: 845-350-4071 • E-mail: [jpost@acsdny.org](mailto:jpost@acsdny.org)

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Dear Parent/Guardian,

Our goal is to provide a safe and healthy environment for all students to learn and grow. In accordance with New York State regulation, students are not permitted to bring medicines to school, receive medicine or self-medicate unless authorized by a physician and supervised by a school nurse.

If medical conditions require a child to receive medication during school hours, a physician must provide a written statement with the following information:

- Name and date of birth of student
- Name of medication, dosage and route of administration
- Frequency and time of administration
- Conditions under which prn (as necessary) medications should be administered
- Special instructions or alert for adverse effects
- Prescriber's name, title, address and phone number
- Prescriber's signature and date

This applies to both "over the counter" and prescription medications.

The only exceptions to the above rules are an inhaler for the treatment of asthma, an EpiPen, Benadryl, Insulin and Glucagon. A physician must still complete the required information, but with a statement that the inhaler, EpiPen, Benadryl, Insulin and Glucagon remain with the child as emergency self-medication to prevent rare but potentially life-threatening situations.

Your physician may use our "Medication Order Form" to authorize the administration of medicine in school. The Medication Order Form is available from your child's school upon request. You may also download it from the Arlington district website. It must be completed and returned before any medication is brought to school. A parent/guardian signature authorizing medication administration must also be provided on the form.

All medication must be transported to school by the parent and maintained in the health office. Unused medication, unless picked up by a parent, will be disposed of at the end of the school year.

With your cooperation, we can provide for your son's or daughter's medical needs without endangering their health.

Sincerely,

Jill A. Post

*Our mission is to empower all students to be self-directed, lifelong learners, who willingly contribute to their community and lead passionate, purposeful lives.*