



# Mystic Valley Regional Charter School

770 Salem Street • Malden, MA 02148 • Telephone 781-388-0222 • Facsimile 781-388-0777

## *MEDICATION POLICY FOR THE MYSTIC VALLEY REGIONAL CHARTER SCHOOL*

The School nurse will be responsible for the distribution and/or delegation of all medication (i.e. prescription and over-the-counter) in the school during school hours. The School nurse will administer all medication unless s/he is unavailable, in which event, the RN's delegated personnel will be responsible for the administration.

The School's RN will only delegate the administration of medication to those unlicensed personnel that have received training under the direction of the school nurse, and as specified by the Department of Public Health.

If your child requires medication, please contact your child's School nurse in advance to set up a time to come in and drop off the medication and fill out the proper paperwork. **Please DO NOT give ANY medication to your child to deliver to the nurse. This is very dangerous and Administration will be notified.**

Please be aware that parent(s)/guardian(s) need to bring in their **OWN** supply of medication. **The School DOES NOT provide ANY medication including over-the-counter** (Tylenol, Motrin, Tums, Maalox, etc).

### Paperwork Needed:

- Over-the-counter medication requires a parent/guardian consent form to be filled out and returned to the nurses' office. This form is required for both prescription medication and over-the-counter medication.
- Prescription medication requires a parent/guardian consent form (as described above) **as well as a note from a physician prescribing the medication needed.**

It will be the responsibility of the School's RN to manage the entire medication administration program including the documentation by the delegates and the supervision of the delegates. If you have any questions, please call and we will be happy to assist you.

Thank You,

Maggie Hamilton, RN  
Ext. 3855

Sandra Tilton, LPN  
Ext. 3856