



# LACEY TOWNSHIP SCHOOL DISTRICT OFFICE OF SPECIAL SERVICES

*A Tradition Of Pride · A Tradition Of Excellence*

**JOSEPH R. BOND**  
DIRECTOR OF SPECIAL SERVICES

Dear Parents/Guardians,

If it is necessary for your child to take any medication in school, (prescribed or over the counter medication), the following procedure must be observed.

1. A written document from the medical provider stating
  - a) The diagnosis
  - b) Name of medicine
  - c) Dosage, frequency, and time medication is to be administered
  - d) Duration
  - e) Side effects and restrictions

Physician's documentation can be faxed to the Health Office at (609) 971-2057

2. The medication must be brought to the School Nurse by the Parent / Guardian, in the original labeled bottle or container. All medications are kept in the Health Office. Medication prescribed three times a day should be taken before school, after school, and at bedtime.

Thank you for your cooperation in this matter. Please do not hesitate to contact the Nurse's Office, (609) 971- 2070 Ext. 4007.

Sincerely,

Terri DiGaetano BSN, RN

Mill Pond School Nurse

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## LACEY MILL POND SCHOOL MEDICATION ADMINISTRATION FORM

DATE: \_\_\_\_\_ GRADE: \_\_\_\_\_

STUDENTS NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Duration of Administration: \_\_\_\_\_ Restrictions \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Physician's Stamp: