



One Raider Lane • Horseheads, NY 14845
607-739-5601 • www.horseheadsdistrict.org

Dear Parent/Guardian,

Re: Administration of medicine at school – both prescription and over-the-counter

For the nurse to administer any medications at school a NYS providers order is required.

This is necessary for both prescription and nonprescription (over the counter) medications. Over the counter medications include medication such as Tylenol, Ibuprofen, cough drops, cold medications, etc.

If your child requires medication during the school day, we require:

1. A provider order that is also signed by the parent/guardian
2. A parent/guardian must have the medication delivered directly to the school nurse by an adult. Medication cannot be sent in with children.
3. Medication must be in a properly labeled original pharmacy container. Over the counter medications must be in their sealed original packaging and match the provider order.

This applies to ALL medications, creams, ointments, cough drops, etc.

Medication orders must be renewed annually.

At the end of the year, medications at school must be picked up by an adult or they will be disposed of after the last day of school.

Thank you for your cooperation in this matter.