



Manchester Health Department
1528 Elm Street
Manchester, NH 03101
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Dear Parent/Guardian:

The Manchester Health Department, along with the School Department recognizes that parents have the primary responsibility for the health of their children. Although it is recommended that medication be given in the home, occasionally it is necessary that medication be given during school hours. Please confer with your child's physician to arrange medication time intervals to avoid school hours whenever possible. However, in the event that medication must be taken in school certain procedures must be followed:

1. A medication form (attached) must be signed by a physician and parent for any and all medications, both prescription and non-prescription (over the counter).
2. One month's supply of medication should be delivered to the school nurse, principal or principal's designee by the parent/guardian or responsible adult.
3. All medication must be in the original container, labeled with the student's name, dose and time to be given.
4. Medication will be administered by the school nurse, principal, or principal's designee.
5. Self-medication of any kind is discouraged and will be considered the responsibility of the parent. Parents of children who require medication should consult first with the school nurse to develop an appropriate plan for medication administration. In some circumstances, school administrators may require that parents administer medication.
6. Long-term medication will be periodically reviewed by the school nurse in cooperation with the parent and prescribing physician and medication orders will be renewed annually.

If you have any questions or concern, please call your school nurse at 624-6330.