



Shutesbury Elementary School

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Anne Magill, Principal

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Shutesbury Elementary School Medication Policy

These procedures are designed to ensure the health and safety of all students who require medication—whether prescribed, over-the-counter, homeopathic/herbal—during the school day. All policies are in compliance with Massachusetts Department of Public Health regulations.

Before any medication can be administered at school, the following forms must be on file in your student's health record:

1. **Parent/Guardian Consent Form**— A signed consent form is required to authorize school personnel to administer medication. If you need this form, please contact Katie Harrington at harringtonk@shutesburyschool.com or one can be found on our school's website under the Health Office tab.
2. **Licensed Prescriber's Medication Order**— A written and signed order from your student's physician, physician's assistant, or nurse practitioner must be provided. Medication orders **MUST** be renewed annually and as needed.
3. **Short-Term Medications**—For medications prescribed for ten school days or fewer (such as antibiotics), only the parent/guardian consent form and copy of the prescription is required.

Medication Delivery and Storage

- All medication must be delivered to the school **by a parent/ guardian or another responsible adult.**
- **Students may not bring medication to school themselves.**
- Medication must be in a **pharmacy-labeled or manufacturer-labeled container.**
- Medication may **not travel on the school bus** unless approved by both the school nurse and administration.

Please call Katie Harrington for any questions or concerns.

Sincerely,

Katie Harrington RN BSN
School Nurse
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