



**WHITE
OAK
SCHOOL**

533 North Road
Westfield, MA 01085
(413) 562-9500

David R. Drake
Headmaster

Procedures for 2011 - 2012
Please read carefully!

Additional information for Parents/Guardians on:

Over-the-Counter (OTC) Medication Procedures at White Oak School

1. We must have on file the permission form from you to administer OTC medications (Tylenol and Tums). If you have completed the School's Emergency/Health Form, you have already provided the "parent approval."
2. Our school nurse is here from 10:30 to 2:30. She will handle OTC medication administration during those hours. Before 10:30 and after 2:30, OTC medication administration when requested by a student will be handled by a designated staff member, following the protocol described in paragraph 1. At those times, the OTC medication will be administered under conditions of "supervised self-administration." This means that the school will give the student the medication type and dosage approved by the parent, following protocols established by the school nurse. In such cases, the school will ask the student to verbally verify that he or she is taking the correct medication and dosage. The school will enter a record of the administration into a log (coordinated with the Nurse's office), including the time, medication and dosage, but the school's designated staff member is not making a medical decision in any regard in relation to the OTC medication administration. The White Oak designated staff member is, in this case, supervising a self-administration of the OTC medication.

[It is important to note that the procedure (and definition) of "supervised self-administration" does not permit students to carry medications on their persons or in their belongings, nor to accept or use medications provided to them from any source, except as already described. Possession or unsupervised use of OTC medications, and/or prescription-type medications by a student in a school is strictly prohibited under State law, and may result in disciplinary action against a student.]

Print Student Name: _____

Parent/Guardian Signature: _____ Date: _____