

Dear Parents/Guardians;

If your child must receive medication during school hours for any reason, each medication requires an individual medication form. Additional forms can be obtained by calling the office at (732) 302-9991 ext. 113 or by printing from our website at [www.njcollegeprep.org](http://www.njcollegeprep.org) and follow the link for Health Services Department.

Over-the-counter medication (patent drugs such as Tylenol or Advil, cough medicine, Midol, etc.) must be supplied by you to the nurse's office in the original container with the child's name on it. A signed medication form is required.

Prescription medication must be properly labeled from the pharmacy. In addition to the name and dose, I will need to know the length of time the medication is prescribed for, intervals of doses, possible side effects or interactions, and expected outcome from your child's health care provider.

I cannot stress the importance of the need for all medication forms to be signed by you and your child's health care provider because I cannot give any medication without them. If for some reason, you cannot obtain a signed form, you may bring the medication to school and administer it to your child yourself in the nurse's office.

If your child's physician signs on the medication form to allow self-medication (for example, inhalers) the medication will be left in the nurse's office. When needed the student can self-medicate under supervision.

Students with Asthma must have an Asthma Action form filled out by you and the child's physician. This is needed for your child's medical records at school.

Students with severe allergic reactions requiring Benadryl and/or an Epipen must have all emergency care forms signed by the physician and the parent.

The health office needs to be aware of any and all health concerns. I must have signed permission to share health information with necessary members of the personnel who are in contact with the student and need to know this.

Along with emergency contact numbers (including work, home, and cell phone numbers), it is necessary to know who may or may not pick your child up from the school when you are not able to.

Please be aware of the necessity to present a written excuse signed by you when the student is returning to school. Forms for this are available on the school website.

Thank you for your cooperation,

Ms. B. Protasenia  
School Nurse

School Year \_\_\_\_\_

Dear Parents/Guardians:

Kindly be advised that all health information submitted to the Central Jersey College Prep Charter School is confidential. If there are any health issues that your child may have, We must have written consent to share information with the appropriate staff members.

In many situations, it is extremely important that staff members be aware of their student's health status to assist in maintaining the student's health and welfare.

If you should have any questions, please contact your child's school nurse.

Sincerely,

Barbara Protasenia  
School Nurse

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The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) require your permission for us to share your child's health information with school personnel and health professionals who need to know.

YES - School personnel may share my child's health information.

NO - Please do not share my child's health information.

Student's Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_