

# King Philip Middle School

18 King Street, Norfolk, Massachusetts 02056

Assistant Superintendent  
Middle School Principal  
Dr. Susan Gilson

Phone: (508) 541-7324  
Fax: (508) 541-3467  
Website: [www.kingphilip.org](http://www.kingphilip.org)

Assistant Principal  
Mr. Robert Lyons

Dear Parent/Guardian:

We would like to inform you of the policies that have been put in place to ensure the health and safety of children needing medications during the school day as mandated by Massachusetts Department of Public Health.

Our school district requires that the following forms must be on file yearly in your child's record before we begin to administer medication at school.

1. \*Signed consent by the parent or guardian to administer medication. Written consent is required for prescription medication as well as over the counter medications.
2. \*Completed medication order form signed by a licensed medical provider. This form is necessary for long term (more than 10 days) prescription medication to be administered in school. This form must be completed before the school nurse can administer any prescription medication at school and will need to be renewed at the beginning of each school year or if there are any changes in dosage or frequency. If the prescription medication is prescribed for 10 days or less, the original pharmacy container will serve as the written order from the health care provider. A consent form signed by the parent/guardian is still required.
3. Pharmacy labeled container. Medication must be delivered to the school in a pharmacy labeled container by you or a responsible adult whom you designate. No more than a thirty day supply of the medicine should be delivered to the school.
4. \*All medications must be kept in the nurse's office with the exception of inhalers or epi-pens if the parent/guardian and prescriber indicate this on the appropriate form.

Please act quickly to follow these policies so we may begin to give the medication as soon as possible. Completed documentation can be delivered, mailed, or faxed to the above address.

Donna Lipiner RN  
Elizabeth Gadoury RN  
King Philip Middle School Nurses  
508-541-3457  
[msnurse@kingphilip.org](mailto:msnurse@kingphilip.org)

\*Refer to medication order form on reverse side