



Horseheads Central School District

One Raider Lane • Horseheads, NY 14845
(607) 739-5601 www.horseheadsdistrict.org

Dear Parent/Guardian,

Re: Administration of medicine at school – both prescription and over-the-counter

If it is necessary for your child to receive medication during school hours, the following State laws apply:

1. We **CANNOT** dispense or apply any medication without a **physician's written order**.
2. A "Physician's Order for Medication" form must be completed and signed by both the physician and the parent/guardian. Forms may be obtained in the school health office and/or your physician's office.
3. An adult must deliver the completed form and medication to the school health office in the properly labeled drug store container.

The above applies to **ALL** medicine, creams, ointments, drops, cough drops, etc.

Thank you for your cooperation in this matter.

School Nurse