



*Serving With Pride The
Township of Manalapan
and the
Borough of Englishtown*

*Nicole Santora, Ed.D.
Superintendent*

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SCHOOL HEALTH OFFICES:
Clark Mills 732-786-2720
ELC 732-786-2830
Lafayette Mills 732-786-2700
MEMS 732-786-2650
Milford Brook 732-786-2780
Pine Brook 732-786-2800
Taylor Mills 732-786-2760
Wemrock Brook 732-786-2600

August 16, 2024

Dear MEMS Families,

If you intend to have medication available for your child in the Health Office for the 2024-2025 school year, medication drop off is scheduled on Tuesday 9/3 from 12-1:30pm and Wednesday 9/4 from 10:30am-12pm. In accordance with district policy, medications must be dropped off by a parent/guardian. Medications should be labeled with your child's name and cannot be expired. All medications should be in their original packaging or they cannot be accepted. Please do not bring loose medication.

All Medical packets must be completed annually, allowing the forms to be valid for a full school year. All forms must be dated on or after July 1, 2024. It is important that all orders/forms are **completed in their entirety** before they are submitted as they will be returned if not complete. Please be aware that **all orders** must include an **Individual Healthcare Plan/Individualized Emergency Healthcare Plan**. This form is included in all medication packets. Please be sure that all orders have an office stamp where noted. **Incomplete medication packets will not be accepted.**

Please see the below examples to help determine which medication packet is appropriate for your child:

- If your child will need medication for a medical diagnosis that is NOT a life threatening need, please have the "[Student Medication Orders](#)" forms completed. This packet should be used for prescription medications that need to be administered during the day like ADHD/ADD medication or any over the counter medications like acetaminophen, ibuprofen, excedrin, etc. that may be required while in school.
- If your child has epinephrine/Auvi-Q/Epi-pen prescribed for allergies, please have the "[Epinephrine Packet](#)" completed.
- If your child has an inhaler prescribed for breathing concerns, please have the "[Asthma Packet](#)" completed.
- If your child has a [seizure disorder](#), [diabetes](#), or [adrenal insufficiency](#), please have the packet with their named diagnosis completed. Diabetes packets should be completed even if your child is NOT taking medication in school.

Please be sure to print **all forms** for the required packet. Click [here](#) to complete a medication drop off google form and indicate when you will be dropping off medication.

We ask for your cooperation and understanding. You can contact me by [email](#) if you have any questions or concerns.

Sincerely,

Genna Banafato

Genna Banafato, BSN, RN, CSN-NJ
MEMS School Nurse