

## New York State Center for School Health



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**New York State Education Department**  
**(518) 474-3852**  
[www.nysed.gov](http://www.nysed.gov)

**Student Support Services** (518) 486-6090  
 Karen Hollowood, Associate in School Nursing  
 Martha Morrissey, Associate in School Nursing

**Curriculum & Instruction** (518) 474-5922  
 Darryl Daily, Associate in Physical Education

**Office of Professions for Nursing** (518) 474-3817 ext 120  
 Suzanne Sullivan, Executive Secretary  
 Board for Nursing  
 Ann Bentzen, Associate in Nursing Education

**Medicaid in Education** (518) 474-7116  
[medined@mail.nysed.gov](mailto:medined@mail.nysed.gov)

**New York State Office of Children & Family Services**  
**(518) 473-7793**  
[www.ocfs.state.ny.us/main/cps/](http://www.ocfs.state.ny.us/main/cps/)

**Child Protective Services** Hotline for reporting: (800) 342-3720

**Mandated Reporter Resource Center** Education, training, resources:  
[www.nysmandatedreporter.org/](http://www.nysmandatedreporter.org/)



**Health Electronic Response Data System (HERDS)**  
 Email: [hinhpn@health.state.ny.us](mailto:hinhpn@health.state.ny.us)

**Assistance with Health Commerce Accounts** Commerce Accounts Management Unit (CAMU) at (866) 529-1890

**BMI - Weight Status Category Reporting** (518) 473-7817

**On-Line Immunization School Assessment Survey (OSAS) Reporting** (518) 474-1944  
 Email: [osas@health.state.ny.us](mailto:osas@health.state.ny.us)



**New York State Department of Health**  
**(518) 473-4437**  
 Email: [immunize@health.state.ny.us](mailto:immunize@health.state.ny.us)  
[www.health.ny.gov/prevention/immunization/](http://www.health.ny.gov/prevention/immunization/)

### Bureau of Immunizations Regional Offices

Albany..... (518) 474-1944  
 Buffalo ..... (716) 847-4501  
 Central Islip..... (631) 851-3096  
 Monticello ..... (845) 794-5627  
 New Rochelle ..... (914) 654-7149  
 New York City ..... (347) 396-2433  
 Rochester ..... (585) 423-8097  
 Syracuse..... (315) 477-8164



**NYS Immunization Information System (NYSIIS)** (866) 389-0371  
 Email: [nysiishelpdesk@hp.com](mailto:nysiishelpdesk@hp.com)

## Guide to Determining Levels of Assistance in Medication Delivery

Levels of Assistance	The Student	The Staff
<p style="text-align: center;"><b>Nurse Dependent Student</b></p> <p>NYS RN/NP, LPN, Physician or PA must administer medications.</p>	<p style="text-align: center;"><b>Cannot</b></p> <p>Demonstrate that they understand about their medication or can take it as described in the yellow box below.</p>	<p style="text-align: center;"><b>School Staff May Not Assist Students With Medications</b></p> <p>An appropriate licensed medical professional authorized to administer medications in NYS must administer all medications to the student.</p>
<p style="text-align: center;"><b>Supervised Student</b></p> <p>An RN or other appropriate licensed health professional is not needed for direct monitoring of student taking their own medication.</p>	<p style="text-align: center;"><b>Can</b></p> <ul style="list-style-type: none"> <li>• State the name, amount, time and effect of taking/not taking the medication.</li> <li>• Recognize what the medication looks like and refuses to take it if it is the wrong medication or amount.</li> <li>• Swallow, inhale, apply, calculate and take the correct dose of their medication, or request/ direct an adult to assist them, if needed.</li> </ul>	<p style="text-align: center;"><b>School Staff Trained By The School Nurse May Assist Students At The Request and Direction Of The Student</b></p> <p style="text-align: center;"><b>IF TOLD TO DO SO BY THE STUDENT:</b></p> <p>Trained staff may open bottles; remove the requested number of tablets/pills or pour the requested amount of liquid for the student who needs help in doing so; assist with BG testing or perform BG testing for the student; verify math calculations or verify the numbers entered into insulin meters/devices by the student.</p>
<p style="text-align: center;"><b>Independent Student</b></p> <p>Needs staff intervention or assistance only during emergencies.</p>	<p style="text-align: center;"><b>Can</b></p> <p>Take (self-administer) their own medications without any assistance.</p> <p style="text-align: center;"><b>Must</b></p> <p>Be permitted to carry take their rescue medications for respiratory conditions, allergies or diabetes if there is written parent consent and a provider’s written order attesting the provider has determined the student can self-administer effectively.</p>	<p style="text-align: center;"><b>No Assistance Is Needed From School Staff</b></p> <ul style="list-style-type: none"> <li>• The student either takes medication independently in the health office (after being handed the medication container by school staff) or carries and uses it with the required documentation. If a student is carrying and taking their medication themselves, medication administration is not documented by the school and the parent/guardian assumes responsibility for ensuring their child is taking the medication as ordered.</li> <li>• Schools should have a written emergency action plan which instructs students how to obtain help from school personnel if needed. Schools should have additional doses of medication in the health office in case the student who is carrying and using their medication(s) does not have access to their self-carried medication.</li> </ul>