

ADMINISTERING MEDICINES TO STUDENTS

The Superintendent shall be responsible for establishing specific procedures to control medication administered in schools. Such procedures are found in Appendix JLCD-R.

Whenever a student has health needs which require taking prescription medication during the school day, it will be considered as a program adjustment. The school nurse shall be responsible for establishing specific procedures to protect and control medications administered in school.

Prescribed medication should not be taken during school hours if it is possible to achieve the medical regimen at home during non-school hours. Medication is to be administered by the school nurse, principal or other designee. Medication will be administered in school only after receiving and filing in the student's health record the following:

1. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.
2. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.

All medication should be delivered to appropriate school personnel by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record it as such in the student's health record file.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students.

Students shall not share any prescription or over-the-counter medication with another student. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

This policy shall extend to any school-sponsored activity, event, or program.

In addition to the provisions set forth herein, the school nurse and principal are responsible for ensuring the provisions of Section Ed. 311.02(d), Medication During the School Day, are followed.

Over-the-counter medication shall not be taken by students during the school day unless the parent/guardian has provided the school nurse with written permission and then the medication must be kept and taken in the nurse's office except as noted in policy JLC.

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Inhalers and epinephrine may be carried by the student with parent and physician written permission, which must be on file with the school. If a student finds it necessary to use his/her epipen or inhaler s/he shall immediately report to nearest supervising adult. The school nurse or building principal may maintain duplicate medications, provided by the student, in the nurse's office or other suitable location.

Student Field Trips

Per Chapter 318:B Controlled Drug Act, the school nurse may transfer one dose of a medication to a labeled container for use on field trips. If the school nurse is not attending, the principal may designate a staff member to assist the child in taking his/her medication. The designee will be responsible for carrying all student medications.

The School District will establish specific procedures to give protection and controls to the matter of medications in schools pursuant to Chapter 326-B Nurse Practice Act. These procedures will be reviewed annually by the school Principal with the school nurse. Student Health records will be kept and will conform to Policy GBJ and the Health Insurance Portability and Accountability Act (HIPAA).

See suggestions as listed in JLCD-R.

Legal References:

RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted

RSA 200:43, Use of Epinephrine Auto-Injector

RSA 200:44, Availability of Epinephrine Auto-Injector

RSA 200:45, Student Use of Epinephrine Auto-Injectors-Immunity

RSA 200:45, Possession and Self-Administration of Asthma Inhalers Permitted

RSA 200:47, Use of Asthma Medications by Students – Immunity

Chapter 318-B, Controlled Drug Act

Chapter 326-B, Nurse Practice Act

NH Code of Administrative Rules – Section Ed. 306.12(b)(2), Special Physical Health Needs of Students

NH Code of Administrative Rules - Section Ed. 311.02(d); Medication During School Day

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