

## PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS

**These administrative procedures are intended to implement School Board policy JLCD “Administering Medication to Students”. Pursuant to that policy, any medication, whether prescription or over-the-counter (“OTC”) administered to or taken by students during the school day or school activities shall comply with School Board policy JLCD and these procedures.**

### **A. Written Authorizations.**

1. Prescription medications. In order for prescription medications to be given at the school, the following shall occur:
  - a. The school nurse shall ensure that a written statement containing the following be on file in the student's health record:
    - i. The student's name;
    - ii. The name and signature of the licensed prescriber and contact numbers;
    - iii. The name, route and dosage of medication;
    - iv. Specific recommendations for administration;
    - v. The frequency and time of medication administration or assistance;
    - vi. Any special side effects, contraindications, and adverse reactions to be observed;
    - vii. The date of the order; and
    - viii. A diagnosis, if not a violation of confidentiality;
  - b. The school nurse shall ensure that there is written authorization by the parent and/or guardian that contains:
    - i. The parent and/or guardian's printed name and signature;
    - ii. A list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent/guardian or student that such medication be documented; and
    - iii. Approval to have the school nurse administer the medication, the student to possess and self-administer and/or the principal or his designee assist the student with taking the medication; and
  - c. The school nurse shall ensure the authorization or other accessible documentation contains:
    - i. The parent and/or guardian's home and emergency phone number(s); and
    - ii. Persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.

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2. Non-Prescription / Over-the-Counter Medications. Non-prescription and OTC medications shall be administered only with the written authorization of the parent and/or guardian. The authorization shall contain the same information, with the same access, as is required relative to prescription medications in paragraphs A.1.b & c, above.

To the extent consistent with the N.H. Nurse Practice Act, RSA 326-B and applicable state regulations, the school nurse may accept verbal authorization from a parent/guardian or licensed healthcare provider, to be followed with written confirmation per Board policy JLCD.

**B. Delivery of Medication to School**

1. A parent, guardian or a parent/guardian-designated, responsible adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:
2. The prescription medication shall be in a pharmacy or manufacturer labeled container;
3. The school nurse or other responsible person receiving the prescription medication shall document the quantity of the prescription medication delivered; and
4. The medication may be delivered by other adult(s), provided, that the nurse is notified in advance by the parent or guardian of the delivery and the quantity of prescription medication being delivered to school is specified.

**C. Storage of Medication.**

1. All medications shall be stored in their original pharmacy or manufacturer labeled containers, and in such manner as to render them safe and prevent loss of efficacy. A single dose of medication may be transferred from this container to a newly labeled container for the purposes of field trips or school sponsored activities.
2. All medication to be administered by the school nurse shall be kept in a securely-locked cabinet which is kept locked except when opened to obtain medications. Medications requiring refrigeration shall be stored in a locked box in a refrigerator maintained at temperatures of 38 degrees to 42 degrees. Emergency medications may be secured in other locations readily accessible only to those with authorization.
3. No more than a 30-school day supply of the prescription for a student shall be stored at the school.
4. Consistent with N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

**D. Documentation & Communications Regarding Administration of Medication.**

1. The school nurse (or, in the school nurse’s absence, the Principal/designee) will document the following information regarding medication taken by each student:
  - a. Name of medication taken/administered;

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- b. Dose and route of administration;
  - c. Date and time of administration;
  - d. Signature, initials, or electronic signature/verification of adults present; and
  - e. Other noteworthy comments or information relating to significant observations relating to prescriptions, a medication's adverse reactions, beneficial effects, etc.
2. If student refuses to take or spills medication, or medication is lost or has run out, such shall be recorded.
  3. Each school nurse shall develop and maintain a paper or electronic system to document the information required in paragraphs D.1 & 2. Such system shall allow for secure communication of the information recorded in items D.1 & 2 to the child's parent/guardian and/or licensed prescriber.
  4. The recording system shall allow additions, but must assure that the original information cannot be deleted. Any changes must be signed by the school nurse, principal or designee in conformance with Board policy DGA "Authorized Signatures".
  5. The system shall assure retention of records in accordance with paragraph E of these procedures.

### E. Student Health Records

Physicians' written orders and the written authorization of parents or guardians should be filed with the student's cumulative health record. An appropriate summary completed at least once every school year for each medication prescribed and taken should become part of the student's health record.

Student health records shall be retained in accordance with Board policy EHB and the District's Data/Records Retention Schedule, EHB-R, or any superseding statutes or regulations. Health records concerning students who receive special education services shall be retained according to the provisions of the Data/Records Retention Schedule pertaining to special education.

Record shall be available to representatives from the State Division of Public Health and/or State Department of Education to the extent consistent with the Family Education Rights and Privacy Act ("FERPA").

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*Approved September 2020*