

ADMINISTERING MEDICATIONS TO STUDENTS DURING THE SCHOOL DAY

Prescribed medication should not be taken during school hours, if it is possible to achieve the medical regimen at home during other than school hours. If this is not possible, the following protocols will be followed as per the New Hampshire State Department of Education law 311.02:

- A. Any pupil, who is required to take during the school day a medication prescribed by a licensed physician, advanced registered nurse practitioner, or licensed physician's assistant, shall be supervised in taking medication, by the school nurse who shall be responsible for administering the medication.
- B. If the school nurse is not available, the following option shall apply in implementing (A) above:
 - (1) The building principal or designee may assist students in taking required medications by making such medications available to the student as needed; and by observing the student as he/she takes or does not take his/her medication.
- C. Upon receiving a request from the parent, guardian, or physician relative to a particular student's need for medication during school hours, if there is a question regarding time to give medication, amount to give, or number of doses per school day, the school nurse shall contact the parent or guardian and the family physician.
- D. Each local school board, with the advice of the school medical health advisor and school nurse shall establish specific policy and procedures to give protection and controls to the matter of medications in school.
- E. In order for medications to be given at the school, the following shall occur:
 - (1) The school nurse shall ensure that a written statement from the licensed prescriber containing the following be on file in the student's health record:
 - (a) The student's name
 - (b) The name and signature of the licensed prescriber and business and emergency numbers
 - (c) The name, route and dosage of medication
 - (d) The frequency and time of medication administration or assistance
 - (e) The start and end date of the medication as well as the date of the order
 - (f) A diagnosis and any other medical conditions requiring medications, if not a violation of confidentiality or if not contrary to the request of the parent, guardian to keep confidential

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- (g) Specific recommendations for administration
 - (h) Any side effects, contraindications and adverse reactions to be
 - 1. observed; and
 - 2. The name(s) of each required medication.
- (2) The school nurse shall ensure that there is written authorization by the parent and/or guardian which contains:
- (a) The parent and/or guardian's printed name and signature as well as a home and emergency phone number
 - (b) A list of all medications the student is currently receiving, if not in violation of confidentiality or contrary to the request of the parent, guardian or student that such medication be documented
 - (c) Approval to have the school nurse administer the medication and/or the principal or his/her designee assist the student with taking the medication; and
 - (d) Person(s) to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.
- F. All prescribed injectable medication shall be administered by a registered nurse or others who are qualified under the Chapter 326-B Nurse Practice Act unless the following conditions are met:
- (1) Per RSA 200:42 Possession and Use of Epinephrine Auto-Injectors is permitted. A pupil with severe, potentially life-threatening allergies may possess and self administer an epinephrine auto-injector if the pupil has the written approval of the pupil's physician as well as written verification from the physician confirming that the pupil has the knowledge and skills to safely possess and use an epinephrine auto-injector in a school setting. If the pupil is a minor, the written approval of the parent/guardian is also required along with all information previously listed under Section E parts 1 & 2 of this policy.
- G. Per RSA 200:42 Possession and Self-Administration of Asthma Inhalers is permitted. A pupil may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms. It may also be used before exercise to prevent the onset of asthmatic symptoms if the pupil has the written approval of the pupil's physician as well as written verification from the physician confirming that the pupil has the knowledge and skills to safely possess and use an asthma inhaler in a school setting. If the pupil is a minor, the written approval of the parent/guardian is also required along with all information previously listed under Section E parts 1 & 2 of this policy.

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- H. The school nurse shall develop a system of documenting observation by the nurse or school personnel and communicating significant observations relating to the prescriptive medications effectiveness and adverse reactions, or other harmful effects, to the child's parent/guardian and/or licensed prescriber.
- I. The school nurse shall develop and implement procedures regarding receipt and safe storage of prescription medications.
- J. A parent, guardian or a parent/guardian-designated-responsible-adult shall deliver all prescription medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:
 - (1) The prescription medication shall be in a pharmacy or labeled container.
 - (2) The school nurse or other responsible person receiving the prescription medication shall document the quantity of the prescription medication delivered; and
 - (3) The prescription medication may be delivered by another person(s) provided that the nurse is notified in advance by the parent or guardian of the delivery and the quantity of the prescription medication being delivered is specified.
- K. All prescription medications shall be stored in their original pharmacy or manufacturer labeled containers and in such a manner as to render them safe and effective.
- L. All prescription medication to be administered by the school nurse shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solid surface. Prescription medications requiring refrigeration shall be stored in a locked box in a refrigerator maintained at temperatures of 38 degrees to 42 degrees.
- M. No more than a 30-school day supply of the prescription medication for a student shall be stored at the school.
- N. Non-prescription medication shall be given only with the written request and permission of the parent and/or guardian. If the medication is not available through the Health Office, the responsible adult must deliver it to the school in its original container. Dosages given will not exceed label directions without a prescribing order.

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