

Policy JLCD
Administering Medicine to Students
School Board Approved: April 7, 2014



The school nurse shall be responsible for establishing specific procedures to protect and control medications administered in schools.

The following policy will be adhered to when a student requires medication during school hours and at school-sponsored activities:

Medication is to be administered by the school nurse. In the absence of the school nurse, the principal or principal's designee may assist the student in taking the prescribed medication. This assistance consists of making the medication available to the student, observing and documenting whether the student took the medication or not. If the school must administer the medication, only the school nurse or the school nurse's delegate may administer the medication. If the student requires a comprehensive nursing assessment and/or evaluation, this assessment and/or evaluation must be done by the school nurse and cannot be delegated.

In accordance with standard nursing practice, the school nurse may refuse to administer or allow the administration of medication, which based on his/her individual evaluation and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the school nurse shall notify the parent/guardian and may notify the licensed prescriber of the reason for the refusal which shall be documented in the student's health record.

Prescribed medication should not be taken during school hours if it is possible to achieve the medical regimen during hours at home. Any student who requires prescription medication administration must have a school medication permission form completed by parent/guardian and a licensed prescriber and placed on file in the health office. The forms shall comply with standards set forth on NH Code of Administrative Rules Ed 311.02.

Over the counter (OTC) medication should not be encouraged for use while at school. Only the school nurse with written authorization of the parent/guardian shall administer OTC. At the discretion of the school nurse, a written licensed prescriber's order may be required.

Any student who requires herbal medication administration must have a school medication permission form completed by the parent/guardian and licensed prescriber which will be placed on file in the health office.

A new licensed prescriber's order form must be completed each school year or whenever there is a change in medication, dosage, time to be administered or route of administration.

Verbal orders from a licensed health care provider may be accepted followed by a written order. Faxed orders are acceptable.

A parent/guardian 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:

The prescription medication shall be delivered in the original pharmacy or manufacturer labeled container, properly labeled with the student's name, drug strength, dosage, route, the time the medication is to be administered, the physician's name, and any specific directions for medication use.

The school nurse or principal's designee receiving the prescription medication shall count and record the amount of the prescription medication received from the parent/guardian.

The medication may be delivered by other adult(s) provided that the nurse is notified in advance by the parent/guardian of the delivery and the quantity of prescription medication being delivered to school is specified.

No more than a 30-day school supply of the prescription medication for a student shall be stored at school.

All medications shall be stored in their original pharmacy or manufacturer labeled container in a securely locked cabinet. The school nurse or principal shall be responsible for the key or combination of the locked cabinet. If at any time the cabinet is broken into resulting in missing medication, the nurse shall immediately notify the principal and the police. The parent/guardian will be notified of the incident and must replenish the supply of medication. Emergency medications may be stored in other locations readily accessible only to those individuals with authorization.

Student's medications may be retrieved from the health office by the parent/guardian or a designated adult at any time during regular school hours. Medication will be discarded if not picked up within 10 days after medication is discontinued or by the last day of school.

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school related activities. A responsible adult designated by the principal or school nurse will assist the student in taking the prescribed medication by making the medication available, observing the student taking the medication and documenting whether the student took the medication or not. If the student's parent/guardian is chaperoning the field trip, he/she will administer the medication.

Students are not allowed to carry medications during the school day. An exception will be made for inhalers for respiratory concerns and for epinephrine auto injectors for severe allergies which may be possessed by a student and self-administered in accordance with the requirements of RSA 200:42 and RSA 200:46. Inhalers and epinephrine auto injectors must be properly labeled with the student's name and type of medication. The student will be held responsible to keep self-carried medication in a safe place that is not accessible to other students. If a student self-carries medication, the parent/guardian shall be responsible for supplying the health office with a backup medication.

If any student is found to be irresponsible with his/her medication, the school administration and parent/guardian will be notified for further action. At the discretion of the school nurse, other medications such as insulin, may be carried and self-administered.

Immediately after using the epinephrine auto-injector during the school day, the student shall report to the health or principal's office to enable the nurse or principal or principal's designee to provide appropriate follow-up care.

It is the responsibility of the parent/guardian to notify the school health office of any changes in their child's health, allergy status or medication changes.

Legal References:

- RSA 200:42
- RSA 200:43
- RSA 200:44

RSA 200:45

RSA 200:46

RSA 200:47

NH Code of Administrative Rules, Section Ed. 306.12 (b)(2)