

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD
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ADMINISTERING MEDICATION TO STUDENTS

- A. Policies and regulations in the matter of medication in schools:
1. For the purpose of clarification, the School Nurse may administer medicinal preparations. Further, a designee of the Principal may assist* the student in taking prescribed medications only.
 2. In the absence of the School Nurse, a designee of the Principal may assist* the student in taking prescribed medication.
- B. Physician's orders for medicinal preparation for use by the student shall specify in writing the duration of the order, name of the drug, dosage, and route of administration. Physician's orders shall be renewed each school year if long-term (or more often if a change in medication) dosage or time schedule is indicated.
1. Upon receiving a written request from the parent or physician relative to a particular student's need for medication during school hours, the School Nurse should contact the parent and family physician and give due consideration to whether the student should remain at home, or whether the medication can be taken at home before and after school is in session.
 2. In those instances when medication must be taken during the school day, arrangements will be developed to accomplish this. The prescribing physician will be responsible for the medical care of the student, but assistance in his assessment of the student's health/condition/program will be given upon reasonable request in the form of reasonable reports designed by the physician from the classroom teacher and/or School Nurse on the appearance, behavior and classroom achievement of the student.
 3. The School Nurse should obtain additional information regarding medication, such as side-effects of the drug, results of possible refusal of child to take medication, etc.
 - a. The medication should be delivered directly to the School Nurse, Principal, or teacher by the parent or guardian (if possible).
 - b. The prescription medication must be delivered in an original prescription bottle properly labeled with the student's name, the physician's name, the date of original prescription, name and strength of medication, and directions for taking by the student.
 - c. Over-the-Counter medication must be brought in the original bottle.
- * Clarification -- having the required medication available to the student as needed, and observing the student as he takes, or does not take his own medication.
- C. **MEDICATION:** storage, return to parents, etc.

1. All prescribed medication shall be stored in a designated and secure place. The Principal or his designated representative shall be responsible for the key or combination of a locked cabinet.
2. Not more than one month's supply of a prescribed medication shall be stored in a school.
 - a. Internal medication shall not be stored in schools unless currently prescribed for an individual student.
 - b. Unused medication shall be picked up by parent or guardian within ten days, or disposal by the School Nurse will be carried out and such recorded.
3. Medication used on an "as needed" basis may be stored in school for the current school year.

D. Guidelines for recording:

A plan for recording prescribed medication taken by each student including date, time, and quantity -- and initials of person assisting the student -- must be set up.

1. A separate sheet for each student's medication (Individual Medication Record – see attached) will be kept in a notebook in the health office.
2. If student refuses to take or spills medication, or medication is lost or has run out, such shall be recorded.
3. Recording cannot be altered; if an error occurs, a line is to be drawn through the entry and correct data recorded in line below and signed.
 - a. Such a record shall be available to representatives from the State Division of Public Health and/or State Department of Education.
 - b. Each record should be kept in a designated place for three years from the date of last transaction (entry) recorded.

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 and kept for three years.

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.

The State law forbids any child for any reason to take medication without written permission of the child's Parent or legal Guardian. Permission slips are available in the Nurse's office.

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Medication should not be taken during school hours if it is possible to achieve the medical regimen at home.

In the case where medication must be taken during school hours, medication is to be administered by the School Nurse. In the absence of the School Nurse, a designee of the Building Principal may assist the student in taking prescribed medication. In accordance with NH Code of Administrative Rules Section Ed. 311.02(d), any pupil in grades one through eight must be assisted by such persons and the medication, therefore, shall be in the custody of such persons.

A pupil may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications, if authorized in writing by both the student's physician and parent/legal guardian. In addition to filling out the written authorization form, the parent or guardian must also provide written proof of the diagnosis, and verification that the student has the knowledge and skills to safely possess and use the medication in a school setting.

Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

A plan for recording medication administered to students will be established. Student health records will be kept and will conform to Policy GBJ – Health Insurance Portability and Accountability Act (HIPAA).

Statutory/Regulatory/Policy Cross 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, Pupil Use of Epinephrine Auto-Injectors - Immunity
- RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted
- RSA 200:47, Use of Asthma Medications by Pupils - Immunity
- N.H. Code of Administrative Rules – Section Ed. 311.02(d); Medication During School Day