

## **ADMINISTRATION OF MEDICATION**

The following policy regarding students who need medications during the school day has been established as directed by the State Board of Education and in accordance with the guidelines, which they provided.

### **GENERAL GUIDELINES**

1. Prescribed medication should not be taken during school hours, if it is possible to achieve the medical regimen during non-school hours.
2. Whenever a student has health needs, which require taking medication during the school day, it will be considered as a program adjustment. However, medication should be taken during non-class time as much as possible.
3. Non-prescribed medication will not be made available to students or staff by the school at District cost, except in the case of topical applications used when rendering first aid.
4. Parent permission and the signing of appropriate waivers of liability must be given to the school.
5. Any student in who is required to take medication during the school day, which has been prescribed by a licensed prescriber, shall be assisted by either the school nurse, the building principal or his/her designee.
6. A child may carry an inhaler.
  - a. After the use of the inhaler the child will report to the nurse.
  - b. A back-up inhaler to be kept with the nurse is recommended.
7. Parents shall take responsibility for teaching the child the importance of not permitting any other child access to the medication.
8. Allowing another student access to the medication may be grounds for suspending permission to carry any medication on the child's person.
9. Assistance will be given only after receiving and filing in the student's health record the following:
  - a. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.
  - b. A written authorization, Hold Harmless Agreement, from the student's parent/guardian indicating the desire that the school assist the student in the matter set forth in the licensed prescriber's statement.

10. The medication should be delivered directly to the school nurse, principal or teacher by the parent or guardian.
11. The medication should be delivered in a container that is properly labeled with the student's name, the licensed prescriber's name, the date of the original prescription, the name and strength of the medication, and the directions for taking it by the student.
12. Prescribed medication shall be stored in a secure place.
13. Unused medication shall be picked up by the parent or guardian within ten days after it is discontinued, or disposal by the school nurse will be carried out and recorded.
14. Not more than one month's supply of a prescribed medication shall be stored at school.
15. Each school will document in ink the following information regarding the medication taken by each student.
  - a. Date and time of administration
  - b. Name of medication prescribed kind
  - c. Name of licensed prescriber
  - d. Signature or initials of adult present
  - e. Comments
16. If an error is made on an entry, a line is to be drawn through the entry and the correct data is to be recorded on the line below and both lines are to be initialed.
17. The record of medications shall be available to representatives from the State Division of Public Health and/or the State Department of Education and shall be kept in the student's individual cumulative file for a minimum of three years.
18. Non-prescription medication may be given at the discretion of the school nurse only with the written request, Over-the Counter (OTC) Hold Harmless Agreement, and permission of the parent and/or guardian.

### **SPECIFIC GUIDELINES**

The students will be accountable for safe keeping of self-administered medication. Students will be in compliance with physician orders for taking their medications as prescribed.

1. ANAPHYLAXIS MANAGEMENT – Self-managed and assisted administration of Epinephrine.

Epinephrine Pens (Epi-Pens) will be administered by the child (if able) or by the school nurse for those students known to have had an allergic reaction. For field trips, a parent or staff member designated by the principal must be trained by the parent to administer in the event the student is unable to do so.

The state of New Hampshire (RSA 318.42VII, as amended by H.B. 1272 and the Nashua School Board, allows school district Registered Nurses to purchase, possess, and administer epinephrine to students for emergency treatment of anaphylaxis. This applies to students who have never been diagnosed with anaphylaxis

## 2. DIABETIC MANAGEMENT

Management of the diabetic student will be determined via the individual care plan developed by the parent/guardian of the student, the student, the health care provider and the school nurse. The school nurse will provide a recommended care plan.

## 3. TOPICAL PREPARATIONS

Schools may stock OTC (over-the-counter) topical medications and administer as needed at the nurses' discretion for basic first aid care.

*Attachments: Hold Harmless Agreements for Over-the-Counter and Prescription Medications*

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