

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: JLCD-R

REGULATIONS FOR THE ADMINISTERING OF MEDICATION TO STUDENTS

Statement of Purpose

The purpose of these regulations is to detail the exact procedures to be followed in administering medication to students.

Regulation

Whenever a student has health needs which require special attention, it must be considered a program adjustment. The school nurse shall administer all medication and have the responsibility of supervision over the program adjustment. (Note: For purposes of this policy, the term “school nurse” shall include school nurses and substitute personnel for these positions).

Prescribed medication should not be taken during school hours if it is possible to achieve the medical regimen at home and will only be administered at the request of a physician or licensed prescriber and with the permission of the parent/guardian.

Non-prescribed medication will not be encouraged for use unless the school nurse receives permission from the parent/guardian and follows the same procedures as for prescribed medication.

The school Health Office will stock selected non-prescription medications and topical applications. Medications stocked are: Tylenol or generic acetaminophen, Bacitracin ointment or generic, Caladryl lotion or generic, Hydrocortisone cream 1/2%, topical oral anesthetic (such as Anbesol or generic), Mylanta, Tums or generic, and throat lozenges and cough drops. These are administered by the school nurse with the permission of the parent/guardian as obtained on the “Medication Administration Permission” card or its equivalent.

No medication (including non-prescription) will be made available to any student in grades pre-school through twelve by any school personnel except the school nurse and/or principal and his/her designee.

The parent, physician, and school nurse shall determine if a student demonstrates the maturity necessary to assume responsibility for correct storage and self-administration of medications. Typically, these will be limited to epi-pens and/or inhalers.

In the absence of the school nurse, the principal or his/her designee, under the direction of the school nurse in each building, may assist the student with non-injectable medication. pursuant to RSA 200:26 – 200:41, ED 311.02 (“Medication During School Day,” (f). All prescribed injectable medication shall be administered by a Registered Nurse or others who are qualified under Chapter 326 – B, Nurse Practice Act.

A. Written Authorizations for prescription medications

In order for prescription 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 filed in the student's health record:
 - a. The student's name;
 - b. The name and signature of the licensed prescriber and contact numbers;
 - c. The name, route and dosage of medication;
 - d. The frequency and time of medication administration or assistance;
 - e. The date of the order; and
 - f. A diagnosis, if not a violation of confidentiality. (JLCD-R1)
2. The school nurse shall ensure that there is written authorization by the parent and/or guardian that contains:
 - a. The parent and/or guardian's printed name and signature; (JLCD-R1)
 - b. A list of all medications the student is currently receiving, if not
 - c. a violation of confidentiality or contrary to the request of the parent, guardian or student that such
 - d. medication be documented; and
 - e. Approval to have the school nurse administer the medication, the student to possess and self-administer and/or the principal or his designee to assist the student with taking the medication; and
3. The school nurse shall ensure the authorization or other accessible documentation contains:
 - a. The parent and/or guardian's home and emergency phone number(s); and
 - b. Persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.

B. Written Authorizations for non-prescription medications

In order for non-prescription (over-the-counter) medications to be given at the school, the following shall occur:

1. The school nurse shall ensure that there is written documentation in the form of:
 - a. A "Parent's Request for Administration of Non-Prescription Medication" form (see JLCD-R2) or its electronic equivalent, indicating a desire for the school to assist the student in taking the medication. This form includes a Hold Harmless Statement to be signed by the parent or guardian. This form may be obtained at the Health Office in each school or from the District website

OR

- b. The District Emergency Card or its equivalent. This card includes a Hold Harmless Statement to be signed by the parent or guardian. This card may be obtained from the Health Office in each school (JLCD-R2).

OR

- c. Parent's Request for Administration of Non-Prescription Medication (JLCD-R2).

C. Delivery of Medication to School

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:

1. The prescription medication shall be in a pharmacy or manufacturer labeled container;
2. The school nurse or other responsible person receiving controlled prescription medications shall document the quantity of the controlled prescription medication delivered; and
3. 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.
4. 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.

D. Recording Provisions

1. Each school will document the following information regarding medication taken by each student:
 - a. Date and time of administration;
 - b. Name, dose, and route of medication prescribed;
 - c. Name of licensed prescriber;
 - d. Signature or initials of school nurse or designee;
 - e. Other comments.
2. All acts of administration of medication will be recorded in the computerized (i.e., SNAP) medication log with manual (paper) back-up as needed. "As needed" and "over-the-counter" medications must be recorded on the computerized daily log as well, with the reason for use.
3. If student refuses to take or spills medication, or medication is lost or has run out, such shall be recorded.
4. Recording cannot be altered; if an error occurs, it is documented in the computerized (ie.,SNAP) program.
5. Such a record shall be available to representatives from the State Division of Public Health and/or State Department of Education.
6. Each record should be kept in the District computer network storage system for a period of time consistent with the New Hampshire Department of Education's records retention schedule.

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 a period of time as determined by the New Hampshire Department of Education's Records Retention Schedule. Computerized records are retained per Department of Education Policy for all students.

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.

Related:

Policy JLCD

Reference Forms:

JLCD-R1 (Physicians Request for Administration of Prescription Medication)

JLCD-R2 (Parent's Request for Administration of Non-Prescription Medication)

JLCD-R3 (Inhaled Medication Administration Form)

History:

Effective: February 19, 1975

Revised: September 1, 1976

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