

BARNSTEAD SCHOOL DISTRICT Administering Medication to Students

Medication During School Day

For the purpose of this rule “school day” means any time during the day, afternoon, or evening when a child is attending school or other school related activity.

Any pupil, who is required to take during the school day a medication prescribed by a licensed physician, advanced registered nurse practitioner, licensed physician's assistant or dentist, shall have a school nurse either assist the student to take the medication or administer the medication.

This duty may also be undertaken by a RN or LPN under the direction of the school nurse.

The school nurse may delegate the administration of medications, if appropriate to others pursuant to RSA 326-B Nurse Practice Act and Nur 404.

Asthma inhalers and epinephrine auto injectors may be possessed by a student and self-administered in accordance with RSA 200:42 through RSA 200:47.

If the school nurse is not available the building principal or designee is permitted to assist students in taking required medications, **after the procedures and written authorization requirements are met. (See Procedures).**

Procedures

- (1) Making such medications available to the student as needed; and
- (2) Observing the student as he/she takes or does not take his/her medication; and
- (3) Recording whether the student did or did not take his/her medication.

Upon receiving a request from the parent, guardian, or physician relative to a particular student's need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications and adverse reactions to be observed.

Each local school board, with the advice of the school nurse(s) and school physician if available shall establish specific policy and procedures to give protection and controls to the matter of medications in schools.

Written Authorizations

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 file 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;

(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;
- b. A list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication be documented; and
- c. Approval to have the school nurse administer the medication, the student to possess and self-administer and/or the principal or his designee assist the student with taking the medication; and
- d. Paraprofessionals and other staff members shall be informed specifically about a child's unique issues, including but not limited to medical and behavioral issues and how to respond to the issues, when a para is assigned for any period of time to be responsible for that child.**

(3) The school nurse shall ensure the authorization or other accessible documentation contains:

The parent and/or guardian's home and emergency phone number(s); and

Persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.

The school nurse shall develop a system of documenting and communicating significant observations relating to prescriptions, medication's adverse reactions, and other harmful effects, to the child's parent or guardian and/or licensed prescriber.

The school nurse shall develop and implement procedures regarding receipt of prescription medications.

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:

The prescription medication shall be in a pharmacy or manufacturer labeled container;

The school nurse or other responsible person receiving the prescription medication shall document the quantity of the prescription medication delivered; and

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.

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.

All medication to be administered by the school nurse shall be kept in a securely-locked cabinet which is kept locked except when opened to obtain medications. Medications requiring refrigeration shall be stored in a locked box in a refrigerator maintained at temperatures of 38 degrees to 42 degrees. Emergency medications may be secured in other locations readily accessible only to those with authorization.

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

The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students 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 necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration.

Students shall not share any prescription or over-the counter medication with another student. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

No employee shall be required to dispense or administer medication or provide treatment to a student unless they have received certification or training by the nurse, if applicable, or other documentation of the training. Note: RSA 326 – B:29 prohibits anyone from coercing an RN or LPN into delegating any task if the nurse determines the delegation to be inappropriate.

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