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Overview

Whenever a student has health needs which require taking medication during the school day, medication will be administered in accordance with this policy and in compliance with regulations approved by the New Hampshire State Board of Education (Ed 311.02).

Prescribed medication should not be taken during school hours, if it is possible to achieve the medical benefit at home during other than school hours.

Procedure

In order for medication to be given at school, the following shall occur:

1. The parents must deliver to the school Director or designee a written statement from a licensed prescriber containing the following:
  - a. the student's name;
  - b. the name and signature of the licensed prescriber and business and emergency 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;
  - f. a diagnosis and other medical conditions requiring medications, if not a violation of confidentiality or if not contrary to the request of the parent, guardian to keep confidential;
  - g. specific instructions for administering;
  - h. any special side effects, contraindications and adverse reactions to be observed;
  - i. the name(s) of each required medications;
2. Written authorization from a parent and/or a guardian which contains:
  - a. the parent and/or guardian's printed name and signature and a home and emergency phone number.
  - 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;
  - c. approval to have the Director or designee assist the student with taking the medication;
  - d. persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber;
  - e. an approved release of the School and its staff for delivery of the medication as prescribed.

A release must be signed by parent or guardian indicating that school personnel may assist in administration of such medication. All medication must be brought to the Director or designee by a parent

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or legal guardian. Children may not bring medication to school.

### Container and Storage

Procedures for receiving, administering, and accountability for all medications are regulated by the Federal Narcotics Act. In addition, all prescription medications shall be in a pharmacy or manufacturer labeled container and the Director or designee receiving the prescription medication shall document the quantity of the prescription medication delivered. All prescription medications shall be stored in their original pharmacy or manufacturer label containers and in such a manner as to render them safe and effective.

Prescribed medication should be stored in a locked drawer or cabinet.

No more than thirty (30) day supply of controlled medications may be stored in school.

Unused medications shall be returned to or picked up by the parent or guardian within ten (10) days or the medication will be disposed of and so recorded. Exception being “as needed” orders for insect bites, allergies, or asthma.

Medication shall be recorded and signed in by the Director or designee and medication history shall be documented.

### Administration

All prescribed injectable medication shall be administered by a registered nurse or others who are qualified under RSA 326-B, Nurse Practice Act, unless otherwise specifically authorized by law.

No medicine may be dispensed unless all of the above procedures have been followed including over the counter medications.

### Medical Devices

A pupil who has severe, potentially life-threatening allergies may possess and use epinephrine auto-injector if the pupil has written approval from his/her physician and parent or guardian, if the pupil is a minor. Immediately after the epinephrine auto-injector is used during the school day, the pupil shall report/be brought to the Director or designee for appropriate follow-up care. Said person shall maintain in his/her office, or in a similarly accessible location, at least one epinephrine auto-injector for the pupil's use and is to be provided by the pupil.

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A pupil may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms if the pupil has written approval from his/her physician and parent or guardian, if the pupil is a minor.