

# SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: JLCD

## ADMINISTERING OF MEDICATION

### Statement of Purpose

The purpose of this policy is to define the conditions under which medication may be administered in school to students, and to assign responsibility for this to the school nurse.

### Statement of Policy

The Superintendent shall be responsible for establishing specific procedures to control medications administered in schools. Such procedures are found in Appendix JLCD-R.

Prescribed medication should not be taken during the school day, if at all possible. Medication is to be administered by the school nurse, principal or other designee. Medication will be administered in school only after receiving and filing in the student's health record the following:

1. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.
2. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.

All medication should be delivered to appropriate school personnel by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by 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 conditions. 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.

This policy shall extend to any school-sponsored activity, event, or program.

In addition to the provisions set forth herein, the school nurse and Principal are responsible for ensuring the provisions of Ed. 311.02, Medication During the School Day, are followed.

Legal 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, Student 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 Students - Immunity
- NIL Code of Administrative Rules - Section Ed. 306.12(b)(2), Special Physical Health Needs of Students
- N.H. Code of Administrative Rules - Section Ed. 311.02(d); Medication During School Day

Appendix JLCD-R

Related Policies: JLC, JLCB, JLCC, JLCCA, JLCF

- Effective: February 19, 1975
- Revised: September 1, 1976
- Revised: December 18, 1985
- Revised: October 21, 1992
- Revised: November 3, 1997
- Revised: August 8, 2001
- Revised: March 5, 2008