

**MEDICATION DURING THE SCHOOL DAY**

During the school day, any student, who is required to take a medication prescribed by a licensed physician, advanced registered nurse practitioner, licensed physician's assistant or dentist, shall be supervised in taking the medication, by the school nurse who shall administer the medication.

If the school nurse is not available the building principal or designee is permitted to assist students in taking their required medications by:

- (a) Making the medications available to the student as ordered or required; and
- (b) Observing the student as he/she takes or does not take their medication; and
- (c) Recording that the medication was or was not administered to the student.

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

- a) The parent/legal guardian will present a written statement from the licensed prescriber containing the following information:
  - 1) The student's name
  - 2) The name and signature of the licensed prescriber and contact numbers
  - 3) The name, route of administration, and dosage of the medication;
  - 4) The frequency and time of medication administration
  - 5) The date of the order; and
  - 6) The diagnosis if not a violation of confidentiality
- b) The parent/legal guardian will provide the school with written authorization, which contains:
  - 1) The parent or legal guardian's printed name and signature;
  - 2) A list of all the medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, legal guardian or student that such medication be documented; and
  - 3) Approval to have the school nurse administer the medication, the student to self-administer and/or the principal or his designee assist the student with taking the medication.
- c) The school nurse shall ensure the authorization or other accessible documentation contains:
  - 1) The parent and/or legal guardian's home and emergency phone number(s); and
  - 2) Persons to be notified in case of a medication emergency in addition to the parent or legal guardian and licensed prescriber.

All prescribed injectable medication shall be administered by a registered nurse or others who are qualified under Chapter 326-B, Nurse Practice Act. Asthma inhalants and epinephrine auto injectors may be possessed and self-administered by a student provided the necessary authorizing paperwork is in place.

Medications will be delivered to the school nurse or a responsible school employee by the parent, or a parent /legal guardian designated adult.

- (a) The medication must be in a pharmacy or manufactured labeled container.
- (b) The school nurse or their designee will document the quantity of the prescription medication.
- (c) If the medication is to be delivered by a designee the parent/legal guardian will notify the school nurse in advance of the delivery and specify the quantity of medication.

All medications shall be stored in their original pharmacy or manufacturer labeled container. 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 medications 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 between 38-42 degrees. Emergency medications may be secured in a location, which is readily accessible to those with authorization.

No more than a 30-day supply of a student's prescription medication shall be stored at school.

Law Reference: N.H. Code of Administrative Rules-Section ED. 311:02 (d); Medication During the School Day; RSA 200:42; RSA 200:43; RSA 200:44; RSA 200:46

Appendix Reference:

Date Adopted: September 22, 2009

Revision Dates:

Last Review Date: September 22, 2009