

JLCD - ADMINISTERING MEDICATION TO STUDENTS

Category P

See also EBBC – Emergency Care and First Aid

The Fremont School Board with the advice of the school nurse has established a policy pertaining to the administration of medication during the school day. The Superintendent, or his/her designee, shall be responsible for establishing specific procedures to monitor and promote the safe administration of medication to students in school.

For purposes of this policy, the terms “school day” and “in school” are defined as any time during the day, afternoon, or evening when a child is attending school or other school related activity or program, whether held on school property or off school property.

Prescribed medications should not be taken during the school day if at all possible. Except as set forth in this policy, if a student requires a prescription or nonprescription medication to be given in the school setting, it must be given by the school nurse, principal, or other adult designee.

Students shall not share any prescription or non-prescription medications with another student. Notice of this prohibition will be provided in the school student handbook. Students acting in violation of this prohibition may be subject to discipline, including but not limited to, suspension or expulsion, consistent with applicable Board policies. This policy shall extend to any school-sponsored activity.

The medication orders must be renewed at the beginning of each new school year.

PRESCRIPTION MEDICATIONS

Any student who is required to take a prescribed medication by a licensed physician, advanced registered nurse practitioner, licensed physician assistant or dentist, during the school day shall have a nurse either assist the student or administer the medication. This duty may be undertaken by an RN or LPN under the direction of the school nurse. The school nurse may also delegate the administration of medications, if appropriate to others pursuant to RSA 326-B Nurse Practice Act and NUR 404.

If the school nurse is not available, the building principal or designee may assist students in taking prescribed medications by:

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

Prescription medications may be given in school if the following conditions are met;

- The School Nurse has received a written statement from the student’s physician, who must be a licensed prescriber. The written statement shall be placed in the student’s health record and must contain the following: student’s name, the name, signature, and contract number of the licensed prescriber, the date of the order, the medication name,

dose, route, the frequency and time schedule for administering the medication, purpose for medication, and length of time the student will be on the medication. If not a violation of confidentiality, the written statement should also contain a diagnosis.

- A written authorization from the parent/guardian requesting the school nurse, principal, or designated adult staff person assist the student in taking prescribed medication. The written authorization must contain: The parent/guardian's name and signature; a list of all medications the student is currently receiving, if not a violation of confidentiality; approval to have the school nurse or designee 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; the parent/guardian's home and emergency contact information; and the names of persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.
- All medications should be delivered to the nurse by the parent/guardian.
- All medication must be in the original prescription bottle or box, correctly labeled by the pharmacy and expiration date noted.
- All medications received shall be counted and documented, safely stored in a locked cabinet or locked box in a refrigerator.
- Medication for field trips: a single dose may be put into an extra correctly labeled bottle as needed for the field trip.
- The school nurse shall keep accurate records of individual students regarding the administration of medication.
- No more than a 30-day supply of medicine shall be kept and maintained by the school.
- The school nurse shall contact the parent/guardian regarding any unused medication and the parent must pick up the medication within 10 days of notification. The school nurse may discard and document any medication that has not been picked up by the parent/guardian within the 10 days.

The school nurse shall develop and implement procedures pertaining to receipt and safe storage of prescription medication. The school nurse shall also 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 contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after receiving notification from the nurse. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and shall document that the medication was not picked up in the student's health record file.

Emergency Medications

Regarding emergency medications and injectables required by a student at school such as glucagon for (diabetes), insulin for (diabetes), diastat for (epilepsy), epipen for (severe allergy), albuterol for (asthma)

A. Epinephrine Auto-Injectors

Pupils with severe, potentially life-threatening allergies may possess and self-administer an epinephrine auto-injector at school or at any school-sponsored activity, event, or program if all of the following conditions are met:

- The pupil has a written order from his/her physician, and, if the pupil is a minor, the written approval of his/her parent or guardian. These written documents must be provided to the school nurse.
- The written order from the physician must contain the following minimum requirements;
 - The pupil's name;
 - The name and signature of the licensed prescriber and business and emergency numbers;
 - The name, route, and dosage of medication;
 - The frequency and time of medication administration or assistance;
 - The date of the order;
 - A diagnosis and any other medical conditions requiring medications, if not a violation of confidentiality, or if not contrary to the request of the parent or guardian to keep confidential;
 - Specific recommendations for administration;
 - Any special side effects, contraindications, and adverse reactions to be observed;
 - The name of each required medication;
 - Any severe adverse reactions that may occur to another pupil, for whom the epinephrine auto-injector is not prescribed, should such a pupil receive a dose of the medication.
- The pupil's parent or guardian submit written verification from the physician confirming that the pupil has the knowledge and skills to safely possess and use an epinephrine auto-injector in a school setting.

The school nurse shall maintain for a pupil's use at least one epinephrine auto-injector, provided by the pupil. The epinephrine auto-injector shall be maintained in the nurse's office, or in a similarly accessible location.

A pupil who needs to use an epinephrine auto-injector during the school day must report to the nurse's office immediately after using the epinephrine auto-injector, to enable the nurse or another designated individual to provide appropriate follow-up care. The nurse will notify the parent and call 911 if necessary.

B. Asthma Medications

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, at school, or at any school sponsored activity, event, or program, if the following conditions are satisfied.

- The pupil has a written approval from his/her physician, and, if the pupil is a minor, the written approval of his/her parent or guardian. These written approvals must be provided to the school nurse.
- The written approval from the physician must contain the following minimum requirements:

- The pupil's name;
 - The name and signature of the licensed prescriber and business and emergency numbers;
 - The name, route, and dosage of medication;
 - The frequency and time of medication administration or assistance;
 - The date of the order;
 - A diagnosis and any other medical conditions requiring medications, if not a violation of confidentiality, or if not contrary to the request of the parent or guardian to keep confidential;
 - Specific recommendations for administration;
 - Any special side effects, contraindications, and adverse reactions to be observed;
 - The name of each required medication;
 - At least one emergency telephone number for contacting the parent or guardian.
- The pupil's parent or guardian submit written verification from the physician confirming that the pupil has the knowledge and skills to safely possess and use an asthma inhaler in a school setting.

The school nurse shall maintain for a pupil's use at least one dose of asthma medication, provided by the pupil. The asthma medication shall be maintained in the nurse's office, or in a similarly accessible location.

C. For all emergency medications:

- The school nurse, parent, and student shall create an emergency action plan which shall include contact numbers for parent and physician. The parent shall give permission for the nurse to share this information as needed with the appropriate school staff. This plan shall also address any after school programs and shall be shared with the adult responsible for the student in the after school program. If medication delegation is not appropriate, the school will call 911 and then the parents, will be called in the event of an emergency.
- The school nurse shall create an Individual Health Care Plan (HCP) for any student requiring emergency medication in school. The plan must include all emergency contacts and physician phone number, and action steps and must be signed by the parent and the physician. This plan may be shared with appropriate staff as needed along with any training such as epipen use. The parent must give written permission to do so.
- The school nurse may delegate epipen administration to other school staff after proper teaching and review of emergency plan. The school administration will allow time for such training by the nurse.
- All emergency medications shall be stored in the nurse's office and shall be accessible at all times.
- All sharps shall be disposed of in a proper Hazardous Waste container safely stored in the nurse's office.

NON PRESCRIPTION MEDICATIONS

Non Prescription medications shall be given only when the parent or guardian has given written permission on the school emergency form required by the school nurse at the beginning of each school year.

The following non prescription medications are available in the nurse's office and may be administered if there is written permission from the parent. Whenever these nonprescription medications are administered, the nurse will follow up with a note or phone call to the parent. The dose administered to the student shall be based on standard orders or instructions on the medication container based on age and weight:

Acetaminophen
Ibuprofen
Benadryl
Tums
Calamine Lotion
Neosporin Ointment
Chloraseptic Throat Spray

The administration of any of the above medications will be documented in the individual student's medical records by the nurse. (These over the counter medications should have standard orders by a school physician if available.)

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, Pupil 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 Pupils – Immunity
RSA 326-B, Nurse Practice Act
NH Code of Administrative Rules – Section Ed. 306.12(b)(2), Special Physical Health Needs of Students
NH Code of Administrative Rules – Section Ed.311.02(d), Medication During School Day
NH Code of Administrative Rules – Section NUR 404

Appendix JLCD-R

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