

## ADMINISTERING MEDICATION TO STUDENTS

### Definitions

For purposes of this policy, the following definitions shall apply; “administer” or “administering” shall mean the act of either assisting a student in taking a medication or the observation of the student taking a medication, including assuring that the correct dosage is taken and maintaining required documentation. “Medications” shall mean prescription drugs, over-the-counter drugs, dietary and herbal supplements, vitamins, cold remedies and cough drops, epi-pens and inhalers.

“Self-administer” or “self-administering” shall mean any student who is authorized under this policy to take his/her medication without the assistance or observation of the school nurse or other designated adult.

### Responsibilities

The Superintendent is responsible for establishing specific procedures to control medications administered to students in schools.

The School Nurse is responsible for the safe storage of medications, in locked cabinets or refrigerator, and for maintaining accurate and timely records regarding the administration of medications to students. The School Nurse is responsible for administering all medication taken during the school day or at any school sponsored activity, except for self-administered medications as permitted below. If the School Nurse is not available, the Principal or designee shall assist in the administration of medication. The School Nurse, Principal or designee shall observe the student take the medication and shall document in the student’s record the date, time and dosage of the medication. The School Nurse and Principal are responsible for assuring compliance with Ed 311.02, Medication During the School Day.

Classroom teachers shall not store or administer any medications except with specific approval from the Principal.

### Guidelines

1. If possible, medications should not be taken by students during the school day.
2. The first dose of a new medication or any change in dosage of an existing medication should be administered at home to determine if there are any adverse side effects.
3. Prior to administering any medication in school, the School Nurse must obtain and file in the student’s health records:
  - a) For prescription drugs, a written statement from a licensed prescriber detailing the dosage and time schedule and method of taking the medication.

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- b) For all medications, a written authorization from the parent/guardian requesting that the School Nurse assist the student in taking the medication. For nonprescription drugs, this authorization must include the dosage and time schedule and method of taking the medication.
4. If a student must take a medication during any school-sponsored event where the School Nurse will not be present, an administrator, teacher or other responsible adult shall be designated to administer the medication in accordance with this policy.
  5. Medications must be delivered to the School Nurse or Principal by the parent or guardian. Except for self-administered medications, students must not be in possession of any medication during the school day or at any school-sponsored event.
  6. Medications must be delivered in the original container.
  7. No more than a 30 day supply of any medication will be maintained at the school unless the original prescription is a larger supply.
  8. If a medication is to be discontinued, the parent/guardian must notify the School Nurse or Principal and provide written instructions to discontinue the medication. The parent/guardian must pick up any remaining medication within ten (10) days or the School Nurse will dispose of the medication and document its disposal in the student's health record.

**Self-Administration**

Students may possess and self-administer an epinephrine auto-injector (epi-pen), metered dose inhaler or dry powder inhaler to treat life-threatening allergies with written authorization from the student's parent/guardian and physician. The following guidelines shall be observed for self-possession and administration of medications:

1. Such medications must be kept with the student at all times during the school day and at school sponsored events.
2. If a student finds it necessary to use his/her, epinephrine auto-injector (epi-pen), he/she shall immediately report to the nearest supervising adult. Said adult shall promptly notify the School Nurse. The parent/guardian will be contacted by the School Nurse or other supervising adult.
3. The School Nurse or Principal may maintain at least one auto-injector or inhaler, provided by the parent/guardian, in the School Nurse's office or other suitable location.

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4. Students who are allowed to possess a self-administered medication shall not share said medication with any other student. Notice of this prohibition will be provided in student handbooks. Violation of this policy will result in discipline, up to and including expulsion, in accordance with Board policies.

**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-Injectors  
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  
N.H. 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

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