



LONDONDERRY SCHOOL DISTRICT

PENDING NURSING POLICIES

READING SCHEDULE

1 st Reading	July 11, 2017
2 nd Reading	August 8, 2017
3 rd Reading	August 29, 2017



Londonderry School District

Kimberly Carpinone, Director of Pupil Services

Memo

To: Scott Laliberte
CC: School Board
From: Kimberly Carpinone
Date: July 6, 2017
Re: Nursing Policies

In consultation with our attorney at Drummond Woodsum, I am recommending the following changes to the current School Board policies:

Amend (yellow):

- **JHCD** current (2008) policy does not reflect current regulations related to delegation of medication. Specific medication is references instead of a generic methodology (Albuterol vs inhaler). Further, our current policy does not address the needs of our students with diabetes and their needs during the school day. Draft policy cites updated legal references. An additional change will be to allow nurses to dispense over the counter medication with annual written permission from parents. Currently we require doctor's orders which is not best practice.

Adopt new policy (green):

- **JHCD – E** Parental Permission for Over the Counter Medication

ADMINISTERING MEDICATIONS TO STUDENTS

The Londonderry School Board acknowledges that it may be necessary for a student to have medication administered to him/her during the school day. The Board discourages the administration of medication on school premises where other options exist. Whenever possible, it is recommended that the first dose of a newly-prescribed medication be given at home. For the purpose of this policy “school day” means any time during the day, afternoon, or evening when a child is attending school or any school sponsored activity.

1. Requests to Administer Medication Pursuant to a Health Care Provider Order

The following procedures must be followed for any prescription or over the counter medication that is to be administered pursuant to a health care provider’s order.

The medication must be prescribed by a licensed physician, advanced registered nurse practitioner, or licensed physician’s assistant, or dentist.

- a. The school nurse shall ensure that a written authorization from the licensed prescriber, containing the following, be on file in the student’s health record:

- Student’s name;
- Name and signature of the licensed prescriber and business and emergency numbers;
- Name, route and dosage of medication;
- Frequency and time of medication administration or assistance;
- The date of the order;
- 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.

If the school nurse has any questions or concerns about the information provided, he/she will contact the parent/legal guardian and/or health care provider, as appropriate, for more information. Medication orders must be renewed annually.

- b. The school nurse shall ensure that written authorization by the parent or guardian to administer all medications is obtained, and request the following:
- Parent or guardian’s printed name and signature, and a home and emergency phone number;
 - 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;
 - 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 assist the student with taking the medication; and
 - Persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.

- c. A parent, guardian, or parent/guardian-designated responsible adult shall deliver all prescription medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:
- The prescription medication shall be in a pharmacy or manufacturer labeled container.
 - The school nurse or other responsible person receiving the prescription medication shall document the quantity of the prescription medication delivered.
 - The prescription medication may be delivered by other person(s) designated by the parent/guardian, provided the nurse is notified in advance who is delivering the specific medication.
 - No more than a 30-school day supply of the prescription medication for a student shall be stored at the school.
 - Medication no longer required (or remaining at the end of the school year) must be removed by the parent/legal guardian. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by the parent/guardian within 10 days after its use is discontinued. If the medication is not picked up within 10 days, the school nurse may dispose of the unused medication and record as such in the student's health record.
 - A single dose of medication may be transferred from the original pharmacy or manufacturer labeled container to a newly labeled container for the purposed of field trips or other school sponsored activities.
- d. The Londonderry School Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student.

2. Self Administration of Medications

Asthma Inhalers, Epinephrine Auto-Injectors, Diabetic Testing Supplies

a. Asthma Inhalers

Students may carry and self-administer their asthma inhalers (e.g., Albuterol inhalers), if the student meets the requirements of this paragraph. The student's parent or guardian must submit written verification from a licensed provider confirming that the pupil has the knowledge and skills to safely possess and use an asthma inhaler in a school setting. The written verification shall also include the information listed in 1(a) above. In addition, the parent must provide written approval agreeing to allow the student to possess and use an asthma inhaler in a school setting. There will be a contract signed by the parent or guardian, the physician and the school nurse agreeing to the conditions of self-administration. (See Exhibit #1-A). Parents are strongly encouraged to provide a second inhaler to be kept in the health office in the event that the student does not have the inhaler with him or her.

b. Epinephrine Auto-Injectors

A student with severe, potentially life-threatening allergies may possess and self-administer an epinephrine auto-injector (e.g., Epi-Pen), if the student meets the requirements of this paragraph. The student's parent or guardian must submit written verification from the

licensed provider confirming that the pupil has the knowledge and skills to safely possess and use an epinephrine auto-injector in a school setting. This written verification shall also include the information listed in 1(a) above. In addition, the parent must provide written approval agreeing to allow the student to possess and self administer an epinephrine auto injector. There shall be a contract signed by the parent or guardian, the physician, and the school nurse agreeing to the conditions of self-administration. (See Exhibit #1). If a student uses an epinephrine auto-injector at school, the student must immediately report to the nurse's office or principal's office for follow up care.

c. Diabetic Testing Supplies

Students may carry and use blood sugar testing supplies (e.g., glucose monitors, lancets, etc.), if the student meets the requirements of this paragraph. The student's parent or guardian must submit written verification from the licensed provider confirming that the pupil has the knowledge and skills to safely possess and use the diabetic testing supplies. This written verification shall also include the information listed in 1(a) above. In addition, the parent must provide written approval agreeing to allow the student to possess and use the diabetic testing supplies. There shall be a contract signed by the parent or guardian, the physician, and the school nurse agreeing to the conditions of possession and use. If a student requires an injection, the student must immediately report to the nurse's office or principal's office for the injection.

3. Dispensation of Over the Counter Medications

With prior annual written permission from a parent/legal guardian, students may receive certain over the counter medications at school: i.e., acetaminophen (generic Tylenol, ibuprofen (generic Advil), anti-itch creams and lotions, cough drops/chloroseptic spray. Antibiotic ointments for minor cuts and scrapes, oragel and/or antacids. See JHCD-E

4. Personnel Authorized to Administer/Dispense Medication

Medications may be administered by the school nurse, or designee. This duty may be delegated to a Registered Nurse or Licensed Practical Nurse under the direction of the school nurse, or to others pursuant to RSA 326-B Nurse Practice Act and Nur 404, and as described below.

If the school nurse is not available to administer prescription medication, the building principal or designee may assist students in taking required medications by making such medications available to the student as needed, and by 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.

All prescribed injectable medications shall be administered by a registered nurse or others who are qualified under the Chapter 326-B Nurse Practice Act.

The school nurse or designee will document the following information regarding medication taken by each student: name of medication prescribed, date and time of administration, signature or initials of adult present. If the student refuses or spills medication, or medication is lost or has run out this shall be recorded. The school nurse or designee shall document any significant observations relating to the prescribed medication's effectiveness and adverse reactions or other harmful effects, and shall communicate those observations to the parent/guardian and/or the licensed prescriber. All medications to be administered by the

school nurse or designee shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solid surface. Medications requiring refrigeration shall be stored in a locked box in a refrigerator maintained at temperatures of 38 degrees to 42 degrees. Emergency medications may be secured in other locations readily accessible only to those with authorization.

Physician's written orders, the written authorization of the parent/guardian, and the record of medication administration shall be filed with the student's cumulative health records and kept for a period of time as determined by the New Hampshire Department of Education's Records Retention Schedule. Health records concerning students who receive special education services shall be retained in accordance with the special education records retention requirements.

The Londonderry School Board, with the advice of the school medical health advisor and school nurse, shall establish policy and procedures to give protection and controls to the matter of medications in schools.

Legal References:

RSA 200:42-:47; RSA 326-B.

Ed 311.02.

Nur 404.

LONDONDERRY SCHOOL BOARD

Adopted: June 20, 1977

Amended: November 14, 2000,

Amended: August 12, 2008

1st Reading to Amend: July 11, 2017

268C Mammoth Rd, Londonderry, NH 03053

School Year _____

PARENTAL PERMISSION FOR OVER THE COUNTER MEDICATION

_____ / ____ / ____
 Last Name First Name Date of Birth Phone # Grade Home Room

The school nurse has a limited supply of over the counter medication that may be dispensed with written parental permission. Students requesting medication must be evaluated by the school nurse and may receive medication for minor muscle aches and pains or discomfort due to the common cold, headache, toothache, and menstrual cramps. The school nurse may contact you to discuss the frequency of your child's request for medication, or to recommend follow up care with your health care provider. This form must be completed in full each school year by a parent or guardian. All other over the counter medications must be approved by the nurse and supplied by the parent or guardian.

Check off each medicine that you give permission for your child to receive, and CROSS OUT any that should not be given.

- Acetaminophen (generic Tylenol) per label directions
- Ibuprofen (generic Advil) per label directions
- Anti-itch creams and lotions (hydrocortisone/ generic calamine)
- Cough drops/ chloroseptic spray
- Antibiotic ointments for minor cuts and scrapes
- Oragel/ Ambesol
- Antacids (Tums, Pepto Bismol)

I give permission for the school nurse, a substitute nurse, or any other member of the school staff designated by the principal, to administer the medications that are checked off above. By signing this form, I agree to hold harmless and indemnify the Londonderry School District and any staff member for any and all losses that may be occasioned as a result of taking this medication, including adverse reactions. The first dose of over the counter medication will not be given prior to 10:00AM without parent verification that an earlier dose was not given at home. **I understand that the use of ibuprofen or acetaminophen is limited to three doses in one month and a doctor's evaluation and medication order will be required if my child needs to take analgesics more frequently.**

Date ____/____/____

Signature _____

LONDONDERRY SCHOOL BOARD

1st Reading: July 11, 2017