

ADMINISTERING MEDICATION TO STUDENTS

The administration of prescription medication shall be in accordance with Board Policy JLCD.

Guidelines for recording:

1. Each school shall keep a medication record in which shall be recorded electronically or in ink, the medication taken by a student, and will show: the date and time of administration, the kind and quantity of medicinal preparation, the name of the prescribing physician, and the electronic signature or initials of the adult present.
2. If the student refuses to take or spills medication, or the medication is lost or has run out, such shall be recorded.
3. Recording cannot be altered: if an error occurs, a line is to be drawn through the entry and the correct data recorded in the line below and signed.
 - a. Such record shall be available to representatives from the State Division of Public Health and/or State Department of Education.
 - b. Each record should be kept in a designated place for as long as the student is a pupil in the District.

Student Health Records: Physicians' written orders and the written authorization of parents or guardians should be filed with the student's cumulative health record.

State of New Hampshire law forbids any child for any reason to take medication without written permission of the child's parent or legal guardian.

Certain Over-the-Counter medications will be maintained in the health office for the comfort of the student. Acetaminophen (Tylenol), Ibuprofen (Advil/Motrin), Benadryl, antiseptic wash, hydrocortisone cream, Calamine/Caladryl, antibiotic ointment, Chloraseptic spray, Anbesol/Oil of Cloves and cough drops/throat lozenges may be provided by the school but shall only be given to a student after written parent/guardian permission is obtained. Each parent/guardian shall have the opportunity to give such permission at the time of enrollment each year.

Epinephrine should be kept in close proximity to student at risk for anaphylaxis due to allergic reaction and in all cases where it is administered, the student must be sent to the hospital immediately.

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Reaffirmed: 6/1/09
Revised: 9/10/12