

ADMINISTERING MEDICINES TO STUDENTS

In the North Middlesex Regional School District, students must have a medication administration plan (MAP) in place to receive medications during regular school activities. Regular School Activities means all instructional/academic activities, as well as all activities organized or sanctioned by the school including, but not limited to, day and overnight field trips, school-provided transportation, interscholastic sporting events, after-school or extracurricular clubs or organizations, and proms or other social events organized as part of the instruction/academic portion of the school.

No one but the school nurse and those listed in the medical administration plan may give any medication to any student. These medications may be administered only with a specific written request from the parent/guardian and under the written directive of the student's licensed prescriber (see below for exceptions). All medication will be administered in accordance with the state Department of Public Health (DPH) and the Board of Registration for Nurses (BORN) regulations, and district protocols based on those regulations and this policy.

Management:

The School Committee, consulting with the Board of Health when appropriate, and following the development of a proposal by the medication program manager, in consultation with the school physician, shall adopt policies and procedures governing the administration of medications and self-administration of medications within the school system. The School Committee shall submit these policies and procedures to the Department of Public Health upon request.

The Supervisor of Health Services (SHS) shall serve as the medication program manager for the medication administration program. The SHS shall identify an alternative program manager, who will complete all appropriate training for the position and be prepared to fill the position in the event that a replacement is needed, as required by the DPH Medication Administration program. Through the SHS, the school district shall register with the Department of Public Health to obtain a Massachusetts Controlled Substance Registration, delegate the administration of medications to unlicensed personnel, and train personnel in the use of epinephrine auto-injection in the case of a known allergen exposure. Training of unlicensed staff is done by the school nurse in accordance with the DPH guidelines.

At a minimum, the policies and procedures developed shall include:

1. Documentation of the administration of medications including the requirement that each school maintain a medication administration record (MAR) for each student who receives medication during regular school activities. The school nurse shall document in the student's electronic health record (EHR) significant observations of the prescription medication's effectiveness, as appropriate, and any adverse reactions or other harmful effects, as well as any action taken. All documentation shall be recorded in a manner that prevents alteration or destruction of the record. Documentation shall include but not be limited to a daily log and a medication administration plan.

- a. The daily log shall contain:
 - i. The dose or amount of medication administered;
 - ii. The date and time of administration or omission of administration, including the reason for the omission and action taken post omission;
 - iii. Mechanism for identifying the person administering each dose
- b. The medication administration plan shall include:
 - i. The name of the student;
 - ii. A medication from a licensed prescriber, which meets the requirements of 105 CMR 210.005(D)(1);
 - iii. Any known allergies to food or medications;
 - iv. The diagnosis, unless a violation of confidentiality or the caregiver or students request that it not be documented;
 - v. Any possible side effects, adverse reactions or contraindications;
 - vi. The quantity of prescriptions medication to be received by the school from the caregiver;
 - vii. The required storage conditions;
 - viii. The duration of the medication order;
 - ix. The designation of the unlicensed school personnel, if any, who will administer prescription medication to the student in the absence of the school nurse and plans for back-up if the designated personnel are unavailable;
 - x. plans, if any, for teaching self-administration of the medication;
 - xi. With caregiver permission, other persons, including teachers, to be notified of medication administration and possible adverse effects of the medication;
 - xii. When appropriate, the location where the administration of the prescription will take place;
 - xiii. A plan for monitoring the effects of the medication.
- c. response to a medication emergency;
- d. storage of medications;
- e. Reporting and documentation of medication errors;
- f. Dissemination of information to parents/guardians, such information shall include an outline of the school's medication policies and shall be available to parents upon request;
- g. Procedures for resolving questions between the school and a parent/guardian regarding administration of medications. Such procedures shall provide for and encourage the participation of the parents/guardians. Existing procedures for resolution of differences may be used whenever appropriate.

The School Nurse/Medication Program Manager, in consultation with the School Physician, may train and delegate responsibility to unlicensed school personnel for medication administration, with the following provisions:

1. Neither prescription medication nor over-the-counter medications can be administered by delegation by unlicensed school personnel without student-specific medication orders from a licensed prescriber.
2. The School Nurse/Medication Program Manager has final decision-making authority for the provision of medication administration in the case of field trips and other short-term special school events, which may include nursing staffing, delegation of medication administration, or a combination of nursing staffing and delegation of medication administration. In the event such as a field trip where the school nurse is not available, a trained staff member may administer a scheduled dose of medicine to a student with parent consent. This provision only applies when:
 - a. the correct dosage of the medication to be administered by the staff has been placed in an individual pharmacy labeled container clearly marked with the student's name, the dosage to be administered, and the time at which the medicine is to be taken; and
 - b. the student must be able to recognize the medicine that they are taking.
3. The unlicensed school personnel shall be listed in the medication administration plan, shall be selected by the school nurse, and trained, if they meet the criteria established by regulation in the administration of emergency medication to a specific student.
 - a. All unlicensed school personnel administering medications must be properly trained and supervised by a school nurse.
 - b. If epinephrine is administered by unlicensed school personnel, the school nurse, and other individuals as warranted and deemed appropriate by the school nurse, must also be notified.
 - c. If an emergency rescue opioid antagonist is administered there shall be immediate notification of the local emergency medical services (911) followed by notification of a student's parent/guardian as appropriate, and the school nurse.

Emergency Medications

In conjunction with the School Physician and the Supervisor of Health Services, the school district may stock emergency opioid antagonist (nasal) and epinephrine. Trained medical personnel and first responders may administer stock nasal naloxone and stock epinephrine to individuals experiencing a life-threatening opiate overdose or an anaphylactic reaction in a school setting. Unlicensed personnel may administer epinephrine prescribed for a particular student after being trained by the school nurse.

The school district may, in conjunction with the School Physician and the Supervisor of Health Services, train unlicensed personnel in the administration of nasal naloxone (Narcan) for a

life-threatening opiate overdose. The training will be conducted in accordance with the Department of Public Health regulations, medical standing orders, and district protocols, and will be overseen by the Supervisor of Health Services. Trained unlicensed personnel may administer a stock nasal naloxone to an individual experiencing a life-threatening opiate Overdose.

Exceptions

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
4. Students with life-threatening allergies may possess and administer epinephrine.

SOURCE: MASC - Updated 2026

LEGAL REF.: M.G.L. 71:54B

Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

[MDPH Advisory on Application of 105 CRM 210.00 to Field Trips, 2/4/25](#)

ADOPTED BY THE NMRSD SCHOOL COMMITTEE:

Original Adoption: 1/13/2026, 5/16/2022, 6/27/2016

Five-Year Review Cycle: 9/11/2026, 12/9/2025, 4/27/2022

NMRSD First Vote: 9/15/2026, 12/16/2025, 5/2/2022

NMRSD Adoption:
