

**ADMINISTERING MEDICATION TO STUDENTS**Written Authorization

In order for prescription medications to be given at the school, the following shall occur;

1. The school nurse shall ensure that a written statement from the licensed prescriber containing the following be filed in the student's health record:
  - a. The student's name;
  - b. The name and signature of the licensed prescriber and contact numbers;
  - c. The name, route and dosage of medication.
  - d. The frequency and time of medication administration or assistance;
  - e. The date of the order; and
  - f. A diagnosis, if not a violation of confidentiality.
2. The school nurse shall ensure that there is a completed and signed Medical Authorization and Hold Harmless Agreement Prescription Medication form from the parent and/or guardian.
3. The school nurse shall ensure the authorization or other accessible documentation contains:
  - a. The parent and/or guardian's home and emergency phone number(s); and
  - b. Persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.

In order for OTC medication to be given at school, the following shall occur:

1. The school nurse shall ensure that there is a completed and signed Medical Authorization and Hold Harmless Agreement OTC Medication form from the parent and/or guardian.
2. The school nurse shall ensure the authorization or other accessible documentation contains:
  - a. The parent and/or guardian's home and emergency telephone number(s); and
  - b. Persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.

Delivery of Medication to School

1. A parent, guardian or a parent/guardian-designated, responsible adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:
2. The prescription medication shall be in a pharmacy or manufacturer labeled container;
3. The school nurse or other responsible person receiving the prescription medication shall document the quantity of the prescription medication delivered; and
4. The medication may be delivered by other adult(s), provided that the nurse is notified in advance by the parent or guardian of the delivery and the quantity of prescription medication being delivered to school is specified.
5. All medication shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and prevent loss of efficacy. A single dose of medication may be transferred from this container to a newly labeled container for the purposes of field trips or school-sponsored activities.

Recording Provisions

1. Each school will document in ink or electronic record utilizing a school approved program the medication taken by each student:
  - a. Date and time of administration;
  - b. Name of medication prescribed;
  - c. Name of licensed prescriber;
  - d. Signature or initials of adult present;
  - e. Other comments.
2. If a student refuses to take or spills medication, or medication is lost or has run out, such shall be recorded.
3. If an error occurs, a correction will be made in accordance with standard nursing practice.
4. Each record should be kept in a designated place for a period of time consistent with the New Hampshire Department of Education's records retention schedule.

Student Health Records

Physicians written orders and the written authorization of parents or guardians should be filed with the student's cumulative health record 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 should be retained as long as the student is in a special education program and there is District liability for the education of the student.

An appropriate summary completed at least once every school year for each medication prescribed and taken should become part of the student's health record.

The State law forbids any child for any reason to take medication without written permission of the child's parent or legal guardian. Permission forms are available in the Nurse's office and are attached to this policy.

Board Approved: 12/17/12



NASHUA SCHOOL DISTRICT  
NASHUA, NEW HAMPSHIRE

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ALLERG/ MEDICATION AUTHORIZING AND HOLD HARMLESS AGREEMENT

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We hereby agree to indemnify and hold forever harmless the City of Nashua, the Nashua Board of Education, and their respective officials, agents, servants, and employees against loss from any and all claims, demands, or actions in law or in equity that may hereafter at any time be made or brought by said minor or by anyone on behalf of said minor for the purpose of enforcing a claim for damages on account of any injuries or loss sustained in consequence of the aforesaid assistance! and we do hereby waive any and all rights of exemption, both as to real and personal property, to which we may be entitled under the laws of this or any other state as against such claim for reimbursement or indemnity

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