MEDICATIONS

In compliance with RSA 541A from the State Board of Education, the following regulations shall be adhered to in the administration and recording of all prescribed medications given to students during school hours.

1. A written authorization statement from physician containing name, strength, duration of order, dosage, method of administration, and the time schedule to be observed.

2. A “Hold harmless: release must be signed by parent or guardian indicating that school personnel may assist in administration of such medication.

3. In absence of school nurse, the principal or the assignee will assist student with medication.

4. Medications must be properly labeled with student’s name, date, medication strength and directions for use, and physician’s name.

5. Prescribed medications should be stored in locked drawer or cabinet.

6. Medications (no more than a 30 day supply) should not be stored in school unless currently prescribed for individual student.

7. Unused medications shall be returned to (or picked up by) parent or guardian within 10 days or disposed of and so recorded. Exception being p.r.m. orders for insect bites, allergies, or asthma.

8. Medication shall be recorded and signed in designated manner in specific medication book. No changes are to be made in record book. A line is to be drawn through error and correct date recorded. The record book to be given to the building administrator after the close of school each year for summer storage. This is a permanent record to be made available to Department of Public Health.

9. Doctor’s written order and parent’s release form shall be kept in cumulative file for three years.