

## TO STUDENTS

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the health care professional and the parents if the following requirements are met:

For prescription medication, **non-prescribed medication (over the counter medications)** and medical cannabis there must be a written order from the authorized health care professional stating the name of the medicine, the dosage, and the time it is to be given.

Any order or plan for administering medications shall only be valid during the school year provided and while the student is enrolled.

There must be written permission from the parent to allow the school or the student to administer the prescription medication, cannabis or over-the-counter medicine. Appropriate forms are available from the school office.

The medicine must come to the school office in the prescription container or, if it is over-the-counter medication or cannabis, in the original container with all warnings and directions intact.

A student should not carry medication to and from school unless authorized by the District to self-administer.

Any and all medications left at the end of the current school year must be inventoried and picked up by the parents within the week following the end of school or they will be destroyed. Clean-up and witnessed destruction of any medical spillage or destruction of soiled medication must be accomplished within the same day in which destruction, spillage or waste occurs.

A responsible adult should bring medications to the school office if necessary. If medications are necessary for emergency use during transportation a written health management plan shall be prepared in consultation with the parents and school authorities indicating where the medication will be located during transportation and who will administer the medication.

In the case of medical cannabis, should there be no licensed school employee who is willing upon designation to administer medication, a written health management plan shall be prepared in consultation with the parents and school authorities indicating the conditions under which the parent may be present to administer the medication. This will include directions on where and how as well as when the medication may be administered.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

*Adopted:* August 9, 2022

LEGAL REF.: 22-1-2 NMSA

22-5-4.3 NMSA

22-10A-3 NMSA

26-2B-1 NMSA *et seq.*

6.12.2.9 NMAC

6.12.10.1 NMAC *et seq.*

6.41.4.9 NMAC

CROSS REF.: EBC-RC - Emergencies (First Aid)

EEAB - Special Education Student Transportation

(Students with Special Transportation Needs)

GBEC - Drug-Free Workplace

GBECA - Non Medical Use or Abuse of Drugs or Alcohol

JIC - Student Conduct

JICG - Tobacco Use by Students

KI - Visitors to Schools

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## **REGULATION**

## **REGULATION**

### **ADMINISTERING MEDICINES**

#### **TO STUDENTS**

#### **(Medication Procedures)**

### **Prescription Drugs And**

### **Medical Cannabis**

For occasions when it is necessary for a student to receive a prescription drug or medical cannabis during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

#### ***Administration by school personnel:***

The medication must be prescribed by an authorized health care professional.

The parent or guardian must provide written permission to administer the medicine to the student (additionally, for medical cannabis a written treatment plan, a copy of written certification for use of cannabis, and a signed release of school liability). Appropriate forms or directions are available from the school office.

The medication must come to the school office in the original container as put up by the pharmacist or provider. Written directions from the authorized health care professional or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given. In the case of asthma, anaphylaxis episodes or cannabis, a written treatment plan for management of the student's medications to or from school or school-sponsored activities must be developed.

An administrator may designate and train a licensed school employee to administer, possess and store the medication.

Each administration of medications must be documented, making a record of the student having received the medication, the time and dosage administered.

Drugs must be kept in their original containers in a locked medicine cabinet with access limited to administratively designated personnel.

#### ***Self-administration:***

When the authorized health care professional feels it is necessary for the student to carry and self-administer the medication, the authorized health care professional shall provide written recommendations, to be attached to the signed parent permission form (not available for cannabis).

The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.

The child must demonstrate the ability to self-administer to the medication provider and school nurse or other school personnel.

The medication must come in the prescription container as put up by the pharmacist.

***Asthma medication and emergency anaphylaxis self-administration:***

When the physician feels it is necessary for the student to carry and self-administer either of these medications, the physician shall provide written recommendations, to be attached to the signed parent permission form, including a written treatment plan for managing asthma or anaphylaxis episodes; and

Backup medication may be provided by the parent. Such medication must come in the prescription container as prepared by the pharmacist with a written permission to administer on an emergency basis from a parent and shall be kept in a locked area in the office.

**Over-the-Counter Medication**

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

***Administration by school personnel:***

Written permission must be provided by the parent or guardian and physician/health care provider for the administration of specific over-the-counter medication.

Any over-the-counter medicine sent by the parent to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.

An administrator may designate a licensed school employee to administer a specific over-the-counter medication.

Each instance of administration of an over-the-counter medication must be documented in the daily log.

Over-the-counter medication must be kept in their original containers in a locked medicine cabinet.

***Self-administration:***

Written permission must be provided by the parent or guardian for the administration of specific over-the-counter medication by the student.

Over-the-counter medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.

Necessity for self-administration of an over-the-counter medicine shall be determined by the student's authorized health care professional and must be verified by that person's signed statement attached to the parent or guardian permission form, indicating the specific medicine.

**Protection of Students**

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

**J-5381 © JLCD-EA**

**EXHIBIT EXHIBIT**

**ADMINISTERING MEDICINE**

**TO STUDENTS**

**REQUEST FOR GIVING MEDICINE AT SCHOOL**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_ School \_\_\_\_\_

Medication \_\_\_\_\_

Diagnosis/reason for giving \_\_\_\_\_

Time to be given \_\_\_\_\_ a.m. Time to be given \_\_\_\_\_ p.m.

Dates from \_\_\_\_\_ to \_\_\_\_\_

Prescription medication must be in the original container as prepared by a pharmacist and labeled, including the patient name, name of medication, dosage, and time to be given. An over-the-counter medication must be in the original packaging, with all directions, dosages, compound contents, and proportions clearly marked. Student misuse of medication being self-administered may result in seizure and disciplinary action.

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Parent's or Guardian's Signature

Date

A signed authorized health care professional's statement indicating the necessity must accompany any request for self-administration of medicine, whether it is prescription or over-the-counter medicine.

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**EXHIBIT EXHIBIT**

**ADMINISTERING MEDICINE**

**TO STUDENTS**

**ADMINISTERING MEDICAL**

**CANNABIS TO STUDENTS**

**(Request for Giving Medical Cannabis at School)**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_