

Policies for Review - 1st Reading

October 3, 2022

DID - Fixed Assets

JLCD - Administering Medication to Students

JLCD-R - Procedures for Administering Medication to Students

JLCD - FI - Medication Release Form

JFABB - International Academic and Exchange Program

*NHSBA sample policy. Our auditors recommended we adopt this policy.
9-9-2022 Policy Committee
10-3-2022 School Board – first reading*

DID - FIXED ASSETS (Inventories)

(Download policy)

Category R

To serve the functions of conservation and control, a running inventory of fixed assets with appraised values will be maintained by the Superintendent's office on buildings and contents including (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books.

The Superintendent will designate the person responsible for maintaining an inventory of equipment, materials and supplies in his/her shop, laboratory, or classroom.

These inventories will be brought up-to-date as needed, but no less than once per fiscal year. Two copies of the inventory will be filed with the building administrator.

*Current GSD Policy with edits.
9-9-2022 Policy Committee
10-3-2022 School Board – first reading*

ADMINISTERING MEDICATION TO STUDENTS

The Superintendent shall be responsible for establishing specific procedures to control medications administered in schools. Such procedures are found in Appendix JLCD-R.

Prescribed medication should not be taken during the school day, if at all possible. Medication is to be administered by the school nurse, Principal or other designee. Medication will be administered in school only after receiving and filing in the student's health record the following:

1. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.
2. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.

All medication should be delivered to appropriate school personnel by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container.

The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply should be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file. The school nurse is responsible for keeping accurate records regarding the administration of medication to students.

- Students may possess and self-administer a **prescribed antihistamine** and epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, she/he shall immediately report to the nearest supervising adult. The school nurse or building Principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location.
- ~~Additionally,~~ Students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms. ~~auto injectors for severe allergic reactions, and other injectable medications necessary to treat life threatening allergies.~~ Both the student's parent/guardian and physician must authorize such self-possession and self-administration.

Commented [1]: this is repetitive

Commented [2]: repetitive again

Current GSD Policy with edits.

9-9-2022 Policy Committee

10-3-2022 School Board – first reading

- **Students may carry and self-administer anti-seizure medications. Both the student's parent/guardian and physician must authorize such self-possession and self-administration, as well as a current order in place and a current seizure action plan on file.**
- **Students may carry and self-administer insulin. Both the student's parent/guardian and physician must authorize such self-possession and self-administration, as well as a current order in place and a current diabetic care plan on file.**
- **Students may carry and self-administer anti-hypoglycemic medication. Both the student's parent/guardian and physician must authorize such self-possession and self-administration, as well as a current order in place and a current diabetic care plan on file.**
- **Students may carry and self-administer gastric enzymes. Both the student's parent/guardian and physician must authorize such self-possession and self-administration, as well as a current order in place.**
- **The school may stock an opioid antagonist in the health office, in the event of an opioid overdose. If used EMS will be activated.**
- **The school may stock epinephrine auto injectors in the health office, for anaphylactic reaction. If used, EMS will be activated.**
- **The school may stock albuterol in the health office, to be used in the event of an emergency for a student who has a diagnosis of asthma, a current order in place and a current asthma action plan.**

Students shall not share any prescription or over-the counter medication with another student. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

This policy shall extend to any school-sponsored activity, event, or program.

In addition to the provisions set forth herein, the school nurse and Principal are responsible for ensuring the provisions of Ed. 311.02, Medication during the school day, are followed. The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan JLCD Page 2 of 2 Gilford School Board Policy has been filed and updated with the school district to the extent required by law. The District will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.

Current GSD Policy with edits.
9-9-2022 Policy Committee
10-3-2022 School Board – first reading

Legal References:

RSA 200:40-b, Glucagon Injections

RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted

RSA 200:43, Use of Epinephrine Auto-Injector

RSA 200:44, Availability of Epinephrine Auto-Injector

RSA 200:44-a, Anaphylaxis Training Required

RSA 200:45, Student Use of Epinephrine Auto-Injectors - Immunity

RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted

RSA 200:47, Use of Asthma Medications by Students - Immunity

RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers

RSA 200:55, Administration of Bronchodilator, Spacer or Nebulizer

N.H. Code of Administrative Rules - Section Ed. 306.12(b)(2), Special Physical Health Needs of Students
N.H. Code of Administrative Rules - Section Ed. 311.02(d); Medication During School Day Appendix JLCD-R (Adopted: 4/8/1975) (Revised) 7/7/2003, 6/3/2013, 2/1/2016, 2/4/2019)

Category: *Priority/Required by Law*

JLCD-R

These administrative procedures are intended to implement School Board policy JLCD “Administering Medication to Students”. Pursuant to that policy, any medication, whether prescription or over-the-counter (“OTC”) administered to or taken by students during the school day or school activities shall comply with School Board policy JLCD and these procedures.

PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS

A. Written Authorizations.

1. Prescription medications. In order for prescription medications to be given at the school, the following shall occur:
 - a. The school nurse shall ensure that a written statement containing the following be on file in the student's health record:
 - i. The student's name;
 - ii. The name and signature of the licensed prescriber and contact numbers;
 - iii. The name, route and dosage of medication;
 - iv. Specific recommendations for administration;
 - v. The frequency and time of medication administration or assistance;
 - vi. Any special side effects, contraindications, and adverse reactions to be observed;
 - vii. The date of the order; and
 - viii. A diagnosis, if not a violation of confidentiality;
 - b. The school nurse shall ensure that there is written authorization by the parent and/or guardian that contains:
 - i. The parent and/or guardian's printed name and signature;
 - ii. A list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent/guardian or student that such medication be documented; and
 - iii. Approval to have the school nurse administer the medication, the student to possess and self-administer and/or the principal or his designee assist the student with taking the medication; and

- c. The school nurse shall ensure the authorization or other accessible documentation contains:
 - i. The parent and/or guardian's home and emergency phone number(s); and
 - ii. Persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.
2. Non-Prescription / Over-the-Counter Medications. Non-prescription and OTC medications shall be administered only with the written authorization of the parent and/or guardian. The authorization shall contain the same information, with the same access, as is required relative to prescription medications in paragraphs A.1.b & c, above.

To the extent consistent with the N.H. Nurse Practice Act, RSA 326-B and applicable state regulations, the school nurse may accept verbal authorization from a parent/guardian or licensed healthcare provider, to be followed with written confirmation per Board policy JLCD.

B. 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.

C. Storage of Medication.

1. All medications 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.
2. All medication to be administered by the school nurse shall be kept in a securely-locked cabinet which is kept locked except when opened to obtain medications. Medications requiring refrigeration shall be stored in a locked box in a refrigerator maintained at temperatures of 38 degrees to 42 degrees. Emergency medications may be secured in other locations readily accessible only to those with authorization.
3. No more than a 30-school day supply of the prescription for a student ~~shall~~ **should** be stored at the school.

4. Consistent with N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

D. Documentation & Communications Regarding Administration of Medication.

1. The school nurse (or, in the school nurse's absence, the Principal/designee) will document the following information regarding medication taken by each student:
 - a. Name of medication taken/administered;
 - b. Dose and route of administration;
 - c. Date and time of administration;
 - d. Signature, initials, or electronic signature/verification of adults present; and
 - e. Other noteworthy comments or information relating to significant observations relating to prescriptions, a medication's adverse reactions, beneficial effects, etc.
2. If student refuses to take or spills medication, or medication is lost or has run out, such shall be recorded.
3. Each school nurse shall develop and maintain a paper or electronic system to document the information required in paragraphs D.1 & 2. Such system shall allow for secure communication of the information recorded in items D.1 & 2 to the child's parent/guardian and/or licensed prescriber.
4. The recording system shall allow additions, but must assure that the original information cannot be deleted. Any changes must be signed by the school nurse, principal or designee in conformance with Board policy DGA "Authorized Signatures".
5. The system shall assure retention of records in accordance with paragraph E of these procedures.

E. Student Health Records

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

Student health records shall be retained in accordance with Board policy **{**}**EHB and the District's Data/Records Retention Schedule, **{**}**EHB-R, or any superseding statutes or regulations. Health records concerning students who receive special education services shall be retained according to the provisions of the Data/Records Retention Schedule pertaining to special education.

**New Hampshire School Boards Association - Sample Procedure. We do not have this policy.
9-9-2022 Policy Committee
10-3-2022 School Board – first reading**

Record shall be available to representatives from the State Division of Public Health and/or State Department of Education to the extent consistent with the Family Education Rights and Privacy Act (“FERPA”).

NHSBA history: Revised – June 2020

NHSBA revision notes, June 2020, amendments to JLCD-R, made with assistance of the New Hampshire School Nurses Association, include changes to more closely track applicable regulations, and to coordinate more directly to NHSBA sample policies and best practices.

w/p-update/2020/spring//JLCD-R - Administering Medication (d1) 2020-U1

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**GILFORD SCHOOL DISTRICT
MEDICATION RELEASE**

In accordance with state and local school board ruling, when it is found necessary to place a child on medication during the school day, the local school nurse must have the following information.

Name of Student _____

Date _____ Teacher/YOG _____

Physician's Name _____ Tel # _____

Medication to be administered _____

Dose _____ Time _____

Diagnosis _____ Rx # _____

We, the parent, authorize the school to assist our child in taking oral medication. We agree that we will not hold liable any member of the school staff or an individual of official capacity who is directed by us (the parents) and the School Administrator to assist our child in taking said oral medication.

The medication will be delivered to the School Nurse, Principal, and/or his designee by a parent /guardian. The medication will be delivered in an original container properly labeled with the student's name, physician's name, and date of original prescription, name, dosage of medication and directions for taking.

In the event your child needs medication on a field trip the appropriate dose(s) will need to be delivered to school for the trip and you are allowing school personnel to assist your child with said medication.

I understand that communication between the physician and the school health office is necessary for the purposes of sharing information regarding dosage, administration and effectiveness of the prescribed medication and give consent for such communication to occur as needed.

The prescribing provider will be contacted for an appropriate Emergency Action Plan

Parent/Guardian Signature _____

NOTE: This section is to be completed by the licensed health care provider only.

Medication _____ Dosage _____

Time(s) to be given _____

Duration of administration _____ Start Date _____ End Date _____

Signature of licensed health care provider _____ Date _____

Inhalers

Student has parental permission to carry and self-administer inhaler _____ (Parent Initials)

Student has physician approval to carry and self-administer inhaler _____ (Physician initials)

Epi-Pens

Student has parent approval to carry and self-administer Epi-pen _____ (Parent Initials)

Student has physician approval to carry and self-administer Epi-pen _____ (Physician initials)

Gastric Enzymes

Student has parent approval to carry and self-administer Gastric Enzymes _____ (Parent Initials)

Student has physician approval to carry and self-administer Gastric Enzyme _____ (Physician initials)

Insulin & Anti-hypoglycemic

Student has parent approval to carry and self-administer Insulin & Anti-hypoglycemic
_____ (Parent Initials)

Student has physician approval to carry and self-administer Insulin & Anti-hypoglycemic
_____ (Physician initials)

Anti-seizure Medication

Student has parent approval to carry and self-administer Anti-seizure Medication _____ (Parent Initials)

Student has physician approval to carry and self-administer Anti-seizure Medication _____ (Physician initials)

Epi Pen order will be considered open ended unless otherwise notified

If appropriate, parent has trained classroom teacher/& or others to administer Epi-pen ____ (Parent Initials)

(Please specify who has been trained) _____

Any child who receives an Epi pen for allergic reaction will be transported to the hospital by ambulance

Any child who receives Glucagon for insulin reaction will be transported to the hospital by ambulance

~~Other meds taken~~

Name	Dose	Reason

(Adopted 2/4/2019)

*Current GSD Policy for Review
6-10-2022 Policy Committee
9-9-2022 Policy Committee*

INTERNATIONAL ACADEMIC AND ~~FOREIGN~~ EXCHANGE PROGRAM

The Gilford School District supports opportunities for students from other countries to participate in Gilford High School programs. Participation guidelines have been established in accordance with the Immigration and Naturalization Service (INS) guidelines and the Immigration and Reform and Responsibility Act of 1996.

International and Academic Student/Visitors

These guidelines apply to students who are not supported through an established program or specific agency (F-1 student visa). An example would be a student from Russia who wishes to come and stay with mutual friends in the United States.

Guidelines:

- ❑ The host family must email the Superintendent for initial Board approval.
- ❑ If approved, an application ~~Application~~ must be made in writing to the Principal of Gilford High School a minimum of fourteen days in advance of a visit through a joint parent and host family written request.
- ❑ The student must show evidence of sufficient academic and scholastic preparation to benefit from the academic experience.
- ❑ The student must have demonstrated English language proficiency.
- ❑ The host family must maintain full responsibility for health/medical issues including insurance and authorization for emergency medical treatment.
- ❑ The student's family must give written power of attorney to the host family.
- ❑ The student and/or host family is responsible for the payment of local tuition.
- ❑ The host family must have sufficient funds available ~~to~~for support ~~of~~ the student during the entire proposed course of study. Funds for student emergency return to his home country must be available.
- ❑ The student must qualify for an F-1 visa and must have completed all necessary INS paperwork including form I-20A-B.

Given compliance with these guidelines, the Superintendent will authorize the student to spend a minimum of ninety days and not more than one full academic year.

Exchange Students

Students who are sponsored by an INS approved international cultural exchange program qualify under these guidelines (J student visa). These include such organizations as *Rotary International* and *Face the World Foundation*, among others. Such programs should be designed to promote the ~~interchange~~inter-change of persons, knowledge and skills in the fields of education, arts and sciences and may be applied to students of all academic levels and people-to-people sharing programs.

The Board will not admit more than 1 international exchange student per 100 high school students. The Board reserves the right to limit the number of international exchange students admitted to the school.

Guidelines:

- The host family must email the Superintendent for initial Board approval.
- If approved by the Superintendent, a ~~The~~ written application must be submitted ~~made~~ to the GHS principal by September 30th of the preceding school year. ~~sixty days in advance~~. Such application should include a request by the home family, student, and sponsoring organization.
- Student participants are required to have demonstrated maturity, good character, and scholastic aptitude.
- The student must have demonstrated proficiency in knowledge of English language.
- Responsibility for the costs of housing, medical, proper insurance coverage and other non-academic matters lie with the sponsoring organization.
- All INS guidelines, including completion of form IAP-66 must be provided and completed by the sponsoring organization.
- Participating students will be required to register for a full course of academic study. Placement shall be a minimum of at least two academic trimesters. All student credentials are to be forwarded to the school district with a letter of interest/application materials.
- Host families/guest homes must be established at least thirty days in advance of the beginning of the program. Student placement with a host family shall be made no more than a 50-mile radius of the sponsoring organization or supervising representative's office. A faculty advisor will be assigned to each student to serve as a liaison ~~with him/her~~between them and the host family.
- The organization shall maintain a regular schedule of personal contact/oversight with the student, host family, and school personnel.
- The sponsoring organization shall provide orientation to the host family, school personnel, and others involved with the program a minimum of thirty days prior to beginning of the program.
- Students must be aware of the program at GHS and select courses in advance of their enrollment.
- Students participating in academic/~~foreign~~ exchange programs are not eligible for free/reduced meals or other federally funded programs.

- The host school district maintains the responsibility, through the school administration, to terminate academic and/or exchange programs with thirty days written notice. In these circumstances, responsibility for additional costs lie with the student, host family, and/or sponsoring organization.

Adopted: 10/17/83

(Revised: 11/07/83, 8/14/00, 6/03/2013)