

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, November 21, 2017

7:00 p.m.
SAU Office

1. Call to Order and Pledge of Allegiance
2. Accept School Board Meeting Minutes (Board Vote Required)
 - a. November 7, 2017 (pg. 1-4)
3. Points of Pride
4. Public Comment
5. Consent Agenda
 - a. Personnel (pg. 5-6)
 - 1) Resignation December 2017
 - 2) Notice of Stipend Positions 2017-2018
6. Superintendent's Report and Presentation of Business
 - a. The Role of the Superintendent - Presentation
 - b. Expense Reports moving forward
 - c. Budget Information Requests- Status Update
 - d. Superintendent Smart Goals
 - e. Monthly Events Calendar (pg. 7-8)
7. Reports
 - a. Student Representative – Lily Denehy
 - b. Teacher Representative – Patrick Cogan/Linda Compton
 - c. Strategic Plan Committee – Pierce Rigrod
 - d. Education Committee – Crista Salamy
8. Old Business
 - a. Budget Discussion
 - b. Fees discussion/recommendations
 - c. Configuration Model
 - d. 2nd Read Policy/Adoption (Board Vote Required)
 - JLCC: Head Lice (pg. 9-10)
9. New Business
 - a. 1st Read Policy
 - BCB: Board Member Conflict of Interest (pg. 11-12)
 - JLCD: Administration of Medication in Schools (pg. 13-16)
10. Public Comment
11. Approval of Manifests (Board Vote Required)
12. Non-Public Session: RSA 91-A:3,II (If Required)
 - a. Negotiations
 - b. Personnel

Upcoming Meetings:

Tues., Nov. 28th – Budget & Property Committee Mtg. @ SAU @ 5:30 pm
Tues., Nov. 28th – Communication Committee Mtg. @ SAU @ 6:30 pm
Thurs., Nov. 30th – Selectmen's Advisory Committee Mtg. @ SAU @ 7:00 pm

MISSION STATEMENT

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, November 7, 2017

**7:00 p.m.
SAU Office**

BOARD

Rich Cahoon, Richard Dunning,
Jim Fredrickson, Janine Lesser,
Niki McGettigan, Stephan Morrissey,
Linda Quintanilha, Kristen Reilly,
Crista Salamy, Myron Steere,
Jerome Wilson

Linda Compton, CVEA
Lily Denehy, Student Rep.

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Cari Christian-Coates, Student Serv.
Mindy Ryan, B.A.
Helena Bates, PES
Jim Elder, GBS
Gib West, CVHS
Fabiola Woods, TES

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

2. Accept School Board Meeting Minutes (Board Vote Required)

a. October 17, 2017

Stephan Morrissey moved to accept the minutes of October 17, 2017. Dick Dunning second. Unanimous.

3. Points of Pride

Kimberly Saunders reported out on Points of Pride as reported to her by administrators.

Gib West reported that student Austin Sloan has been selected to play in an honors orchestra in Sydney Australia.

4. Public Comment

None.

5. Consent Agenda

a. Personnel

Retirement – Donna Geer - Tim Markley asked the board to consider approving the buyback for Donna Geer as well.

Stephan Morrissey moved to approve the retirement and buyback of Donna Geer in June 2018. Dick Dunning second. Unanimous.

Nomination of Gregory Lefko – Stephan Morrissey moved to approve the nomination of Gregory Lefko. Dick Dunning second. Unanimous.

Notice of stipend positions – Tim Markley noted that two stipends on the list should be removed; Kimberly Wall, Heather Bourgeois. This list is for notification only.

MISSION STATEMENT

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.

b. November 1, 2017 Enrollment Update and Projections

Tim Markley referenced enrollment information included in tonight's agenda packet and board folders. September numbers were taken out of PowerSchool resulting in some errors. Tonight's data reflects actual students in seats.

Gib West introduced Michael Lucow, Special Education Administrator at the high school.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

The November 9th ATC Committee meeting was moved to November 16th. The Policy Committee on December 19th was cancelled and the start time for the December 19th School Board meeting was moved up to 6:00 p.m. Budget & Property Committee will meet on December 18th at 5:30 p.m. at the SAU.

b. Acceptance of Gift:

1) Antrim Elementary requests permission to accept new playground equipment

Donated by the Antrim PTO.

Stephan Morrissey moved to accept the gift as read. Rich Cahoon second. Unanimous.

c. New Hampshire School Board Presentation - Barrett Christina

Kimberly Saunders introduced Barrett Christina, NHSBA, who was present to share information about Board responsibilities. Attorney, Will Phillips, was also present.

The primary role of the board is to set and establish school board policy. The growing trend for legislative oversight is to institute a policy. Examples include bullying, truancy, concussion and others. Policy establishes the goals and missions of the district. Policies should be reviewed.

The second primary responsibility of the school board is to establish the school district's budget and provide budget oversight.

Attorney Phillips spoke about board responsibilities relative to personnel; hiring a superintendent, and to evaluate the superintendent yearly.

The School Board is responsible for conducting hearings and serving as an adjudicative body. Reference Policy KED.

Other primary rolls of the board include collective bargaining, communications with the public, and Strategic Planning (long term and short term goal setting).

General best practices for a board member were reviewed.

The Superintendent's Role include the implementation of School Board Policy.

Superintendent services responsibility were reviewed.

Attorney Phillips distributed BDD-R which detailed Board/Superintendent relations.

Barrett Christina encouraged that a process be established that delegates specific responsibilities.

Jim Fredrickson exited the meeting at 8:00 p.m.

d. Student Services Study – Linda Potter

Linda Potter shared a report as a result of a Student Services Study. Special Education is a large part of Student Services. It is Pre K-12, Section 504, school counselors, nurses, coordinating outside agencies, psychologists, specialists, therapists, social workers, homeless, home bound, English language learners, out of district placements, tutoring programs, professional development, specialized transportation, attendance, and support to the Assistant Superintendent for instructional services.

Staffing and caseload information was shared. Staffing and needs were shared. Patterns and themes collected during the interview process with staff for this study were highlighted.

Areas of need/Action steps for consideration were presented.

Two Leadership Structures of Student Services came forward as a result of this study. The first was to have a Director of Student Services with a broad scope and directly reporting to this person would be an Assistant Director of Special Education. The second was to have a Director of Student Services with the broad scope and a Special Education Administrator while redefining the Director of School Counseling to become a Student Services Administrator.

Discussion took place about co-teaching and professional development.

Could this be remedied by a consolidation model? Dick Dunning said “absolutely”. Linda Potter said that the current configuration is a barrier but she couldn’t say if consolidation would be a remedy. Kimberly Saunders said that if the board is looking to bring forward a more efficient model for the delivery of education, bring the cost down, and bring equal resources to every student, consolidation should be looked at. Reconfiguration is the model if you are looking for a more student driven model. It would be more costly.

Next steps include the prioritization of the recommendation and to make a decision about how to staff student services.

Kimberly said that she would be prepared to bring forward a recommendation at the first meeting in December.

Cari Coates reminded that Student Services covers every student in the district and not just special education students.

7. Reports

a. Student Representative – Lily Denehy

Lily Denehy reported on the Unified Soccer Championship as well as the success of two girls cross country team members. In addition, Quarter One just ended. CVHS students volunteered at the Peterborough Players auction. A blood drive is scheduled for tomorrow. Performances are scheduled at the LHT this weekend.

b. Teacher Representative – Patrick Cogan/Linda Compton

Linda Compton reported that two craft fairs recently took place.

c. Budget & Property Committee – Dick Dunning

Dick Dunning reported that the AES playground equipment gift was accepted. LED Lighting was also discussed. Upgrading lighting at AES and PES is the proposal.

d. Communications Committee – Stephan Morrissey

Stephan Morrissey reported that work is underway, using project software called Trello, which will manage the communications plan. The software is still being analyzed. Goals were discussed. The committee is looking to the various board subcommittees for what communication they feel is needed.

e. Selectmen’s Advisory Committee

Rich Cahoon reported out on the last Selectmen’s Advisory Committee meeting. The budget process was discussed as well as the high school renovation.

8. Old Business

a. Budget 2018-2019

A revised revenue sheet and budget by object was distributed.

Rich Cahoon asked for a version three; a more likely case as a result of kindergarten rather than a worst case scenario.

Linda Quintanilha suggested postponing the \$35K for the SMS Mac Lab. Stephan Morrissey second. Dick Dunning said that this is something that ties in to the extended learning. It requires more training. Why do this when it has been functioning for some time? Dick Dunning was opposed to delaying this. Stephan was in agreement with tabling it for one year. Dick said that assuring supporting the current lab with upgrades would continue.

In favor of delaying for one year: Linda Quintanilha, Stephan Morrissey, Rich Cahoon

Opposed: Dick Dunning and Niki McGettigan

Abstentions: Kristen Reilly, Janine Lesser, Jerome Wilson, and Crista Salamy

Motion carried.

More information was requested.

Rich Cahoon said that the direction 4 ½ years ago was that a consistent platform across the middle school was a goal. It didn’t matter what platform, as long as it was consistent. The rationale on Saturday was to use a specific software that would only run on that platform. Can we go another year while more investigation is done? Yes.

Stephan Morrissey said that he would like to see the study completed and manage with the lab we have for one more year. The board did support that vote on Saturday.

b. MS25

The MS25 and DOE25 were circulated for board signatures.

9. New Business

a. 1st Read Policy

- JLCC: Head Lice Policy

Rich Cahoon referenced this policy for a first read. Send feedback to a member of Policy Committee and/or to the Superintendent.

b. LED Lighting AES/PES (Board Vote Required)

Kimberly Saunders said that this proposal replaces lightbulbs with fixtures and recessed lighting with LED fixtures. Eversource will provide reimbursement. \$5,432 is actual expense. Payback for remaining money is 3 months.

Linda Quintanilha motioned to spend money on LED lighting at AES and PES. Stephan Morrissey second. Unanimous.

Rich Cahoon read a copy of a Press Release related to the CVEA negotiations.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Mindy Ryan certified that manifests totaling \$740,887.01 and Payroll totaling \$1,827,644.24 have been reviewed by her and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

Stephan Morrissey moved to approve the manifests as read. Dick Dunning second. Unanimous.

12. Non-Public Session: RSA 91-A:3,II (If Required)

a. Negotiations

b. Personnel

Stephan Morrissey moved to enter into non-public session for negotiations at 9:10 p.m.

Janine Lesser motioned to exit non-public session at 9:22 p.m. Jerome Wilson second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session for three years. Second. Unanimous.

Linda Quintanilha motioned to adjourn at 9:22 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

November 21, 2017

Personnel Agenda

Resignations December 2017:

SMS

Steven Bless

Library/Media Specialist


Notice of Stipend Positions 2017-18:

Attached


NOTICE OF STIPEND POSITIONS

Name		DAC	Position	Stipend Amt	FTE
ATHLETICS					
Amanda	Hinton	CVHS	Basketball - Girls JV	\$3,320.00	1
Brian	Whittemore	CVHS	Wrestling - Varsity	\$4,083.60	1
Jim	Aborn	CVHS	Track Assistant - Winter	\$2,656.00	1
Lance	Flamino	CVHS	Track - Winter	\$3,320.00	1
Leah	Fiasconaro-Conway	CVHS	Spirit Team - Basketball	\$3,320.00	1
Paul	Landau	CVHS	Strength & Conditioning - Winter	\$1,660.00	1

November 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 School Board Budget Work Session @ 8:30- 2:00 pm @ SAU
5	6	7 Policy Committee Mtg. @ 6:00 pm @ SAU	8	9 Strategic Plan Committee Mtg. @ 6:00 pm @ SAU	10	11
		School Board Mtg. @ 7:00 pm @ SAU		ATC Committee Mtg. @ 7:00 pm @ SAU		
12	13 Education Committee @ 5:30 pm @ SAU	14	15	16	17	18
19	20	21 Policy Committee @ 6:00 pm @ SAU School Board Mtg. @ 7:00 pm @ SAU	22	23 Thanksgiving Day 	24	25
26	27	28 Budget & Property @ 5:30 pm @ SAU Communication Committee @ 6:30 pm @ SAU	29	30 Selectmen's Adv. Committee @ 7:00 pm @ SAU		

December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Policy Committee @ 6:00 p.m. @ SAU School Board Mtg. @ 7:00 p.m. @ SAU	6	7	8	9
10	11 Education Committee @ 5:30 p.m. @ SAU	12	13	14 Strategic Plan @ 6:00 pm @ SAU ATC Committee @ 7:00 p.m. @ SAU	15	16
17	18 Budget & Property Committee @ 5:30 p.m. @ SAU	19 School Board Mtg. @ 6:00 p.m. @ SAU	20	21	22 District Closed	23
24	25 Christmas Day 	26 District Closed	27	28	29	30
31						

JLCC – Head Lice Policy

Screening

Based on recommendations from the National Association of School Nurses, American Academy of Pediatrics, and the Centers for Disease Control and Prevention, students with nits and/or head lice should not be excluded from school. School-wide screening for nits alone is not an accurate way of predicting which children will become infested with head lice. Conducting screenings for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community. Head lice infestation poses little risk to others and does not result in additional health problems. The school nurse may check a student's head if the student is demonstrating symptoms.

When a student has been identified as having live lice or nits, the school nurse, principal or principal's designee will provide the family with two handouts, the brochure "ConVal District Guidelines on Head Lice" and the Head Lice Checklist for Home. This information will be available to all families in the school student handbook. Each year, all schools will send these two handouts home with report cards, in electronic or paper format. In addition, should an infestation be identified, the individual school will re-send the handouts.

Management on the Day of Identification

The management of pediculosis (head lice infestation) should proceed so as to not disrupt the education process. Nonetheless, any staff member who suspects a student has head lice will report this to the school nurse, principal or principal's designee. District employees will act to ensure that student confidentiality is maintained so the child is not embarrassed.

Students known to have head lice will remain in class provided the student is comfortable. If the student is not comfortable, he/she may be sent home by the school nurse, principal, or principal's designee.

Students will be discouraged from close direct head contact with others and from sharing personal items with other students. The school nurse, principal, or principal's designee will notify the parent/guardian if their student is found to have head lice and/or nits, and will recommend to the parent/guardian to contact the primary health care provider or pharmacist for treatment advice. The school nurse, principal, or principal's designee will also recommend to the assessed student's parent/guardian/adult student that they should inform all close contacts the student may have had in the previous month. Based upon the school nurse's professional judgement, known close contacts of the assessed student may be screened.

Criteria for Return to School

If a student is sent home, the student will be allowed to return to school after the parent/guardian/adult student and the school nurse have had contact regarding proper treatment, as recommended in the ConVal School District Guidelines On Head Lice brochure. The school nurse, principal, or principal's designee will re-check the student's head. In alignment

JLCC – Head Lice Policy

with these recommendations, no student will be excluded from attendance solely based on grounds that nits may be present. In addition, the school nurse or school social worker may offer extra help or information to families of children who are repeatedly or chronically infested.

Legal References/Resources:

RSA 200:39, Exclusion from School
JLCC-R: Head Lice Procedure

www.nasn.org
www.cdc.gov
www.aap.org

First Read: November 7, 2017
Second Read: November 21, 2017
Adopted:

BCB – Board Member Conflict Of Interest

As elected officials, ConVal School Board members owe a duty of loyalty to the general public in protecting the school district's interests. Therefore, the Board declares that a conflict of interest is a personal and/or pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest.

A Board member shall not participate in, or influence in any way, the discussion, bid specifications, or vote on any contract, service, collective bargaining issue, or personnel matter, where the Board member has, or appears to have, a direct personal and/or pecuniary interest. A Board member shall not purchase from sell to, or furnish for hire to the District any labor, equipment, goods, commodities, personal property, real estate, services, or supplies with a value in excess of \$200.

As used in this policy, the term "Board member" includes a member of the Board members' immediate family (i.e., spouse, child, siblings, and parents) and anyone residing in the Board members' household.

A Board member shall not have any direct personal and/or pecuniary interest in a contract with the school district, nor shall he or she furnish directly any labor, equipment, or supplies to the District.

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the School district, the Board member shall declare his interest and refrain from debating, discussing, or voting upon the question of contracting with the company.

It is not the intent of this policy to prevent the District from contracting with corporations of businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his interest in the public schools and his interest in his place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist. Through the use of open competitive bidding or recusal of any Board member who has a conflict of interest, the Board will seek to obtain the best value for the district while avoiding impropriety or the appearance of impropriety.

Nepotism

The Board will not employ hire any teacher or other employee if such teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

Vendor Relations

Except as set forth above, the District shall not purchase supplies, materials, or services from a member of the Board or from a member of his or her household or from a firm in which a Board member holds a major interest.

BCB – Board Member Conflict Of Interest

Legal References:

*Marsh v. Hanover, 113 NH 667 (1973) and
Atherton v. Concord, 109 NH 164 (1968)
RSA 95:1, Public Officials Barred From Certain Private Dealings*

Category: R

See also: BBFE

First Read: ~~October 17, 2017~~ November 21, 2017

Second Read:

Adopted:

JLCD – Administration of Medication in Schools

The ConVal School Board, with the advice of the ConVal professional registered nurses (herein referred to as the school nurse) shall establish specific policies and procedures to give protection and controls to the matter of medications in schools (Ed 311.02)(JLCD-R).

The intent of this policy is to provide general standards for the administration of necessary medication to students during school hours and school-sponsored activities.

The following policy will be adhered to when a student requires medication administration during school hours and scheduled school-sponsored activities, events or programs. In addition, the school nurse and principal are responsible for ensuring the provisions of Ed. 311.02, Medication During the School Day, are followed.

Obligations of the District

All medication to be administered shall be kept in a securely-locked cabinet. Controlled medications must be double-locked. If at any time the cabinet is broken into resulting in missing medication, school administration and the police will be notified immediately. The parent/guardian/adult student will be notified of the incident and must replenish the supply of medication.

If the school nurse is not available, the building principal or the principal's designee is permitted to **assist** students in taking required medications by: (1) making such medications available to the student as needed; and (2) observing the student as he/she takes or does not take his/her medication; and (3) recording whether the student did or did not take his/her medication.

The school nurse will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.

The School Board hereby authorizes the school nurse to maintain a supply of emergency medications, i.e.; bronchodilators and epinephrine.

It is the policy of this District that its school nurses and all Health Office Delegates (HODs) shall be properly trained in the administration of medication in a manner consistent with this policy. HODs shall be trained on an annual basis and the school nurse shall document that training to the Director of Student Services. The HOD shall hold and maintain current American Heart Association or American Red Cross CPR/AED/FA Adult and Child certification. This training shall include a practicum.

School personnel shall not provide his/her personal medication to students.

Obligations of the School Nurse

Only the school nurse or the HOD may **administer** medication. If the student requires a comprehensive nursing assessment and/or evaluation, this must be done by the school nurse and cannot be delegated. A school nurse alone has the authority to delegate medication administration and may delegate only if appropriate under the Nurse Practice Act and follows the Standards of Delegation for School Nurses in New Hampshire.

JLCD – Administration of Medication in Schools

The School Nurse may stock epinephrine in the Health Office per RSA 318:42 for the emergency treatment of anaphylaxis of a student, as determined by the school nurse.

Storage of Medication

It is the policy of the District that all medications, both school, and parent-provided, shall be securely and properly stored, in a manner consistent with all applicable laws, as well as safe and prudent school nursing practices.

At the discretion of the school nurse, other medications, such as insulin, may be carried and self-administered by the student.

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities.

Verbal orders from a licensed health care provider may be accepted by the school nurse only and shall be followed with a written order. Faxed or e-mailed orders are acceptable.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. The school nurse shall maintain medication records of inventory, storage and administration in accord with ED 311.02 (Medication During the School Day).

Obligations of the Parent/Guardian/Adult Student

Prescribed/OTC (over the counter) medication should not be taken during the school day, if at all possible, to achieve the medical regime during hours at home.

A parent/guardian/adult student, or their 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: (1) the prescription/OTC medication shall be delivered and kept in a pharmacy or manufacturer labeled container (2) the school nurse or principal's designee receiving the prescription medication shall document the quantity of the prescription medication delivered and have the adult delivering the medication co-sign the documented amount (3) the medication may be delivered by the parent/guardian/adult student or a designated adult, provided that the nurse is notified in advance by the parent/guardian/adult student of the delivery and the quantity of prescription medication being delivered to school is specified (4) the parent/guardian/adult student must ensure that the life-saving medication (Diastat, asthma metered dose inhalers, Epi-Pen, Glucagon) or any other emergency medication be available to the student at all times. If the student's life-saving medication is not provided by the parent/guardian/adult student, the student shall not be permitted to attend any school-sponsored activities (5) it is the responsibility of the parent/guardian/adult student to notify the health office of any changes in student health, allergy status or medication changes.

Students requiring prescription medication administration must have a ConVal District medication permission form completed by parent/guardian/adult student and a licensed health care provider and placed on file in the health office. The forms shall comply with standards set forth in NH Code of Administrative

JLCD – Administration of Medication in Schools

Rules Section Ed 311.02. The school nurse, with written authorization of parent/guardian/adult student shall administer non-prescription/OTC medication. At the discretion of the school nurse, a written licensed prescriber's order may be required. If the school nurse is not available and written parent/guardian/adult student permission is on file, the principal or principal's designee is permitted to **assist** students in taking OTCs after consultation with the parent/guardian.

Furthermore, any student with a health condition requiring treatment with herbals, homeopathics, essential oils, or other complementary forms of therapeutic interventions shall have a school medication permission form completed by the parent/guardian/adult student as well as a licensed healthcare provider.

Alternative medications should, whenever practicable, be taken at home. Parents/guardians should inform the school nurse of any such alternative medications. The school nurse shall not administer alternative medications, such as herbal medication, homeopathic medication, essential oils, or other similar forms of alternative medication unless the parent/guardian/adult student has completed and placed on file in the school health office a school medication permission form naming the specific alternative medicine and providing evidence that it has been prescribed by a licensed prescriber. The School Nurse shall not administer an alternative medicine that is prohibited by State or Federal law, or which is unlawful to possess in school.

Students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, an auto-injector for severe allergic reactions, and other injectable medications necessary to treat life-threatening conditions. The parent/guardian/adult student and physician must authorize such self-possession and self-administration by completing a school self-administration form in accordance with RSA 200:42 and RSA 200:46. Inhalers and epinephrine auto injectors must be properly labeled with the student's name and type of medication. The student will be held responsible to keep self-carried medication in a safe place that is not accessible to other students. When a student finds it necessary to use his/her auto-injector, s/he shall immediately report it to the nearest supervising adult.

Students shall not share any prescription or over-the-counter medication with another student. Notice of this prohibition shall be published in student handbooks. Students acting in violation of this prohibition will be referred to school administration and may be subject to discipline consistent with applicable Board policies (JICH -- Drug and Alcohol Use By Students, JIH – Student Searches and Their Property).

Student medications may be retrieved from the health office by the parent/guardian/adult student or a designated adult at any time during regular school hours. Medication will be discarded if not picked up within 10 days after the medication is discontinued. All medication must be picked up by the last day of school or it will be discarded.

Civil Immunity

Nothing set forth in this policy or JLCD-R shall be deemed to abrogate or diminish the civil immunity available under New Hampshire law or either the District or its employees.

JLCD – Administration of Medication in Schools

Definitions

The “**school day**” means any time during the day, afternoon, or evening when a child is attending school or other school-sponsored activity (Ed 311.02).

Health Office Designee (HOD) (school nurse-delegatee) - unlicensed assistive personnel - receives annual training by a school nurse.

Assist - Consists of providing the medication to the student and observing and documenting that the student took the medication.

Administration - Giving medication to the student via the appropriately ordered route by preparing, giving and evaluating the effectiveness of prescription and non-prescription drugs. If the student is unable to administer the medication to his/her self, with **assistance**, only the school nurse or HOD may administer the medication.

Legal References:

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 200:53, Bronchodilators, spacers, and nebulizers in schools

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

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

RSA 318:42, Dealing in or possessing prescription drugs (VII-b)

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

NH Board of Nursing-Nurse Practice Act - www.nh.gov/nursing/nurse-practice-act/

Standards of Delegation for School Nurses in New Hampshire

See also: JICH, JIH, JLCD-R, JLCE

First Read: November 21, 2017

Second Read:

Adopted: