

# Regulation JLCD-R

Las Cruces  
Public Schools

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Related Entries: JLCD  
Responsible Office: Deputy Superintendent

## Administering Medicines to Students

### I. PURPOSE

This regulation will implement the policy for administering medicines to Las Cruces Public Schools' students.

### II. DEFINITIONS

1. *“Medication” means* a drug as that term is defined in section 201 of the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 321) and includes inhaled bronchodilators, inhaled corticosteroids and auto-injectable epinephrine.
2. *“Self-administration” means* a student’s discretionary use of his or her prescribed medication(s), pursuant to prescription or written direction from a health care practitioner.
3. *“Health care practitioner” means* a person authorized under law in New Mexico to prescribe drugs for the treatment of associated medical conditions.

### III. GUIDELINES

- A. The parent/guardian and student will be informed that:
  1. It will be the student’s responsibility to report to the school nurse’s office for his/her medication at the time that it is to be administered.
  2. Unused medication will be properly destroyed at the end of the school year unless picked up by the parent.
  3. Medication will not be sent home with students.
  4. Parents are encouraged to request from their pharmacy an additional, appropriately labeled medication container (one for home, one for school).
- B. The school district, its employees or agents may confiscate a student’s medication if the student’s self-administration of the medication exceeds the student’s prescribed dosage or if the student endangers others with his/her medication.

**C. Prescription Medication: ELEMENTARY SCHOOL**

1. A parent may visit the school to dispense the medication to the student. Otherwise, all medication shall be deposited with the school nurse or principal for safekeeping.
2. Certain steps shall be taken to assure that medication given at school is administered properly:
  - a. A Nurse Emergency Authorization Form [JLCD-E1] shall have been completed by the parent, signed and returned to school.
  - b. A dated written permission from the parent must include the name of the student, name of the medication, dosage and time to be administered. The parent permission document shall be valid only for the current school year.
  - c. An adult must deliver the medication to the school and pick up any medication that needs to go home with the student.
  - d. A dated written order from the student/family health care practitioner is required. The order must include the name of the student, name of medication, dosage, route of administration and time of administration. The health care provider's order shall be valid only for the current school year.
    - i. Prescription medication (including samples from physicians) shall be labeled by the physician or by a licensed pharmacist to include the student's name, name of prescribing physician, name of medication, dosage and time of administration.
    - ii. Non-prescription medications and over-the-counter medications must be in their original containers and must be accompanied by written parental permission and a written order from a licensed health care provider.
    - iii. Any changes in time or dosage must be accompanied by written documentation from the health care provider.
    - iv. Students may carry inhalers with them provided both the parent and the health care provider have supplied appropriate documentation of the student's competence to administer the medication. Forms for this documentation [JLCD-E2 and JLCD-E3] are available in each school nurse's office.

**D. Prescription and Over-the-Counter (OTC) Medications: MIDDLE AND HIGH SCHOOL**

Secondary students may carry and administer their own medications under most circumstances, except as outlined in Section E.3 below. Any student requiring supervision must deposit their medication and adhere to the same procedures outlined in section C above.

1. Prescription medication, including samples from Healthcare Practitioners (HCP), must be in their original containers and labeled by the HCP or by a licensed pharmacist to include the student's name, name of the prescribing HCP, name of medication, dosage and time of administration. To insure students are not bringing excessive quantities of medication to school that could potentially fall into the hands of others, students are to carry only the dosage necessary to take during school hours for one day at a time. Pharmacists may be asked to label a bottle for school and a bottle for home.
2. Non-prescription over-the-counter medications must be in their original containers. To insure students are not bringing excessing quantities of medication to school that could potentially fall into the hands of others, students are to carry only the dosage necessary to take during school hours for one day at a time.

**E. Over-the-Counter (OTC) Medications: ALL GRADE LEVELS**

Nurse-dispense over-the-counter medications must follow the same guidelines as in III.C above.

**F. Narcotic-Containing Medications: ALL GRADE LEVELS**

1. With collaboration among parent, school nurse and healthcare provider, students requiring narcotic-containing medications during schools hours must meet the following criteria:
  - a. Written release from the healthcare provider that the student is able to attend school while taking the medication.
  - b. Written medication order from a recognized healthcare provider with student's name, name of medication, dosage and time of administration.
2. Examples of narcotics include, but are not limited to, Codeine, Oxycodone (Percocet) and Hydrocodone (Vicodin).
3. No student shall keep narcotic-containing medications on his or her person, possession or control at school, and all medications must be kept in a central location within a locked closet or cabinet. Keeping

medications at the school is an accommodation to the student, and the district is not responsible for any claims or damage resulting from loss or theft of the medication. Medications shall be kept in an area inaccessible to students.

- G. In the event a school nurse is not available to administer a medication to a student who is too young or incapable of reliable self-administration, the school nurse, in collaboration with the parent and school administration, shall arrange for an alternative means of administering any required medication, which must be taken during school hours.
- H. A medication administration record shall be available at the nurse's office. The name of the student, name of the medication, prescription number, time of administration and dosage of medication shall be documented and filed as a permanent record.
- I. When a student comes to take his/her medication, the following Six Rights of Medication Administration shall be followed by the school nurse or trained designee:
  - 1. Correct student;
  - 2. Correct medication;
  - 3. Correct dosage;
  - 4. Correct time;
  - 5. Correct route;
  - 6. Correct documentation.
- J. **Students With Diabetes**

A student who has a medical diagnosis of diabetes and complies with the New Mexico Administrative Code (NMAC 6.12.8.8) to self-assess and carry and self-administer prescribed medication(s) under specified conditions, shall be permitted to do so if, in doing so, he/she does not endanger his/her own person or other persons through misuse of the medication.

- K. **Students With Inhaled Bronchodilators, Inhaled Corticosteroids and Auto-Injectable Epinephrine**

A student who has a medical diagnosis of asthma or anaphylaxis associated medical condition and complies with the New Mexico Administrative Code (NMAC 6.12.2.9 and NMAC 11.14.05) to self-assess and carry and self-administer prescribed medication(s) under specified conditions, shall be permitted to do so if, in doing so, he or she does not endanger his or her own person or other persons through misuse of the medication.

**L. New Mexico Medical Cannabis Program**

1. Students participating in the New Mexico Medical Cannabis Program (NMMC) as qualified patients must comply with this Regulation.
2. The NMMC is administered through the New Mexico Department of Health (DOH) in accordance with the Lynn and Erin Compassionate Use Act established in 2007, in compliance with NMAC 7.34.4.2, Prohibitions, Restrictions and Limitations on the Use of Cannabis by Qualified Patients.
3. Participation in NMMC by qualified patients or primary caregivers does not relieve them from criminal prosecution or civil penalty arising out of:
  - a. Operation of a vehicle while under the influence of cannabis;
  - b. Possession or use of cannabis:
    - i. on school grounds or property, including a school bus or public vehicle;
    - ii. in the workplace of the Qualified Patient's or Primary Caregiver's employment;
    - iii. At a public park, recreation center, youth center or other public place.
4. All LCPS schools are drug-free zones. No student shall be permitted to possess any illegal substance on school grounds or school-related functions, or to attend school or school functions, while under the influence of any illegal substance.
5. With collaboration among parent/guardian, school nurse and healthcare provider, students participating in NMMC who require the use of medical cannabis outside of school hours must provide a **written release** from the prescribing healthcare provider stating that the student is able to function safely at school, while under the influence of medical cannabis.
6. Any person who makes a fraudulent representation to a school staff member, administrator or law enforcement officer about their participation in a medical use of cannabis program will be subject to discipline, arrest and/or prosecution.

**M. School-Sponsored Field Trips and Excursions – Medical Administration**

1. The parent/guardian shall collaborate in advance of a school-sponsored field trip with the school nurse to decide which adult attending the field trip will administer the medication.

2. While the student is on the field trip, the medication should be carried in its original container, including a standardized preprinted medication label; or the appropriate dosage of the medication should be enclosed in a separate container and should include a legible copy of the original label or, in printed form, all relevant information about the medication and its administration.
3. The medication, including the label or relevant information, will be provided to trained personnel for administration during the field trip. (See item 1 above). The school nurse will provide a review of the medication and its administration to the trained personnel on an as-needed basis. All trained personnel administering medication must understand what to do in an emergency.
4. The medication will be transported and stored in compliance with any special directions for the medication and will be secured as safely as possible.
5. An appropriate number of doses of a student's medication should be provided to the school by the parent/guardian in advance of a same-day field trip.
6. It is important that parents provide adequate doses of a student's medication to insure appropriate administration of medication on every day of an extended field trip (overnight, and/or beginning before and/or extending beyond the duty day for school staff).
7. Parents of students with medical needs are welcome and strongly encouraged to attend field trips with their children.

  
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*Chief Academic Officer*

August 1, 2014

*Date Approved*

**History:** Formerly procedure 460; revised 7.1.09; revised 3.28.12; revised 4.1.13; revised 8.5.13; revised 08.01.14; 10.29.15

**Legal Reference:** 22-12-2 NMSA, 22-12-6 NMSA, 6-12-6 NMSA, NMAC 6.12.2.9, 6.12.8.8, 7.34.4.2, 11.15.05