

POLICY COMMITTEE MEETING

TUESDAY, APRIL 21, 2026

6:00 PM

NHS NORTH BOARD ROOM

Meetings are broadcast live on Channel 22 via Comcast or

LIVE Stream link to watch/listen Nashua ETV is: <http://tinyurl.com/NashuaETVStream>

[time subject to change]

AGENDA

COMMITTEE MEMBERS: H. Raymond, R. Johnson, R. Lamphier, and J. Lewis (Alt.)

CALL TO ORDER

ROLL CALL

1. CCA - Organizational Chart
2. EBC - Drug and Alcohol Resources
3. GBEA - Professional Ethics
4. JLCD R2 - Administering Medications to Students - Over the Counter
5. JJB - Student Extracurricular Activity Eligibility – Behavioral Expectations

NONPUBLIC SESSION, IF NEEDED:

- RSA 91 A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests an open meeting in which case the request shall be granted.
- RSA 91 A:3 II (b) The hiring of any person as a public employee.
- RSA 91 A:3 II (c) Matters which, if discussed in public, likely would affect adversely the reputation of any person, other than a member of the BOE, unless such person requests an open meeting.
- RSA 91 A:3 II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof, because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled....
- RSA 91 A:3 III Minutes of the meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, *unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism....*

ADJOURNMENT

NONMEETING FOR NEGOTIATIONS, IF NEEDED

NONMEETING WITH COUNSEL, IF NEEDED

MEMORANDUM

TO: Board of Education, Policy Committee

FROM: Matthew Poska, Assistant Superintendent

DATE: April 21, 2026

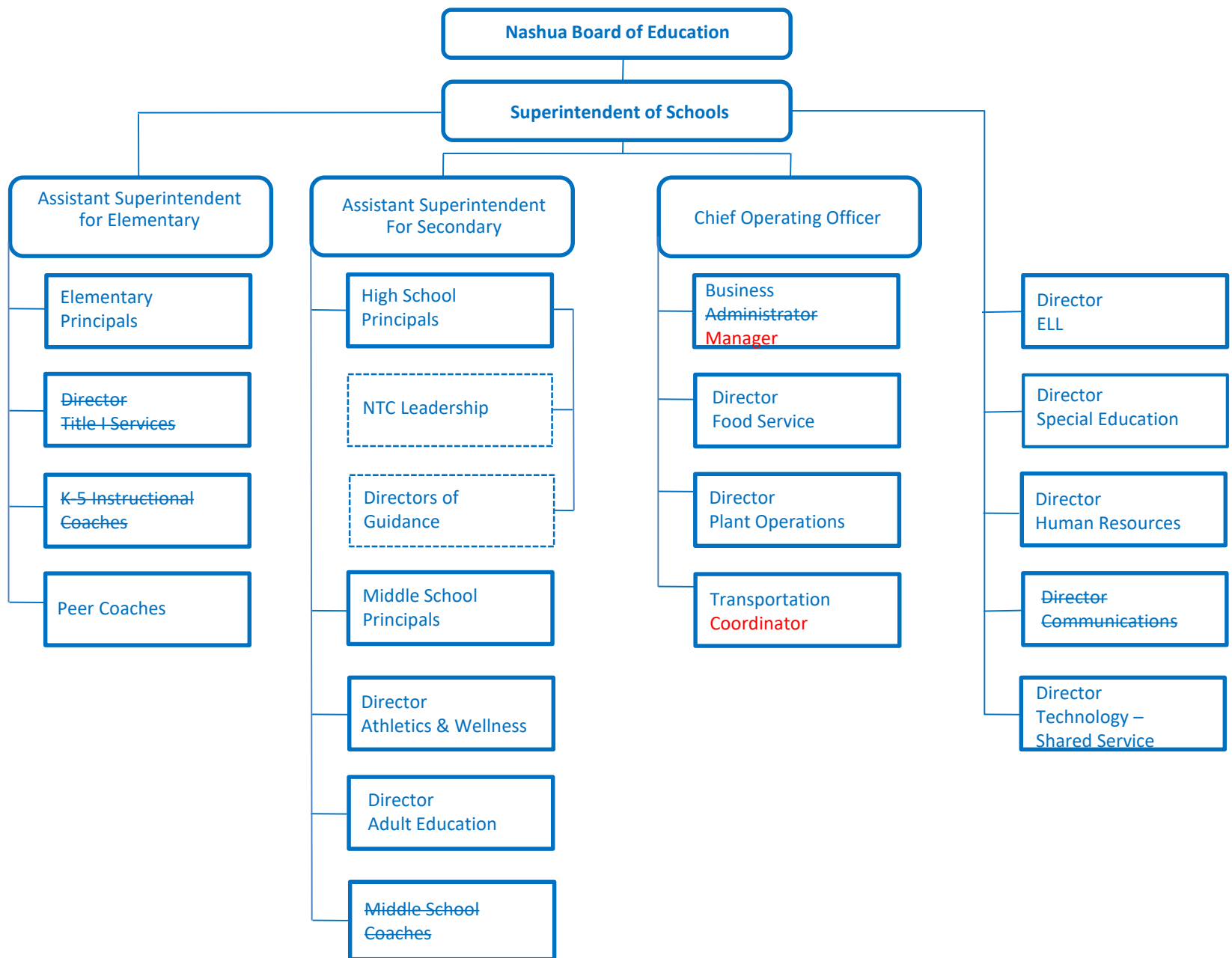
SUBJ: Policy Recommendations

Attached please find the following policies requiring review and approval/rescission:

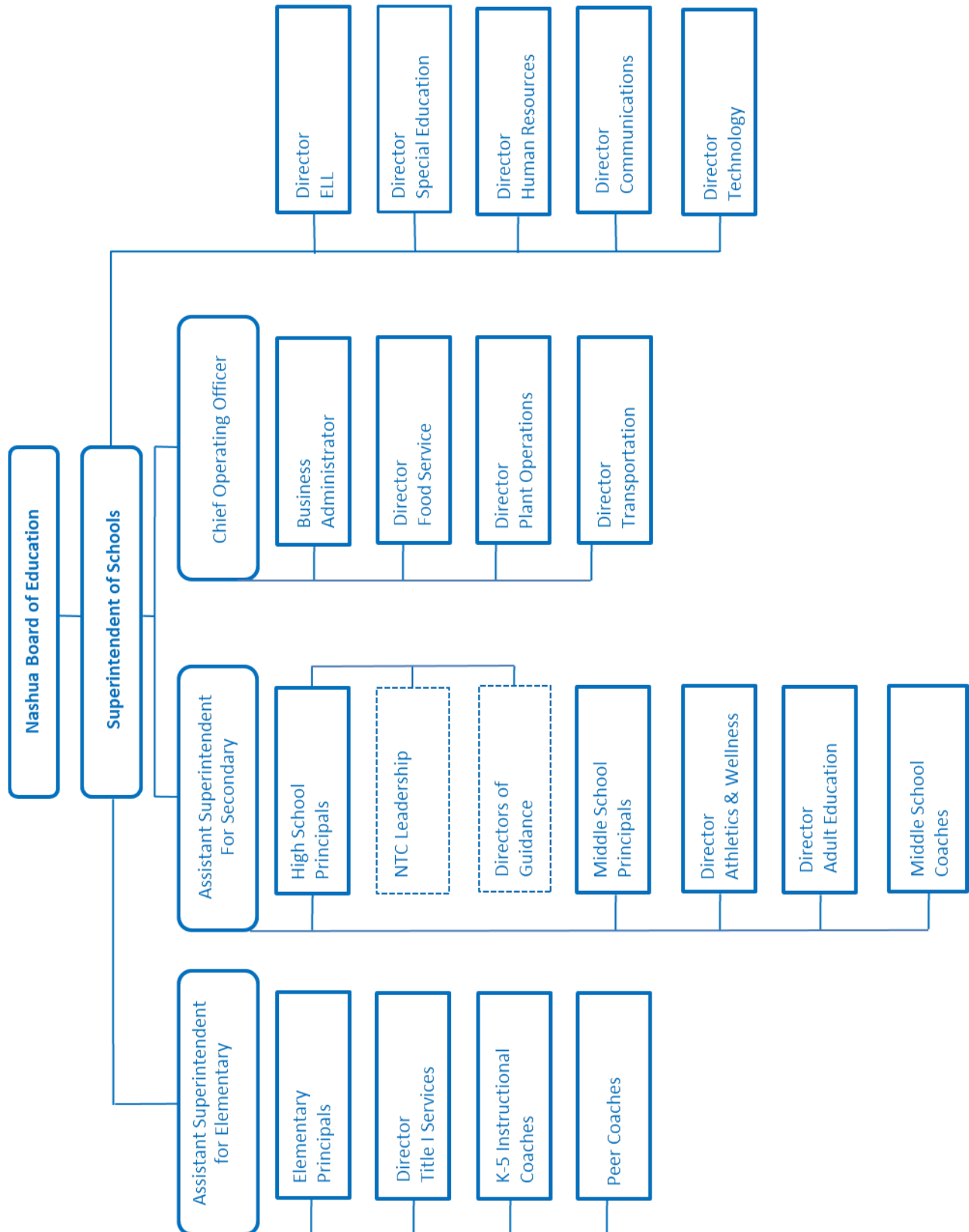
	POLICY	POLICY NAME	STATUS	DISPOSITION REQUESTED
1	CCA	Organizational Chart	Review & update	Approval
2	EBC	Drug and Alcohol Resources	Reviewed	Rescind
3	GBEA	Professional Ethics	Review & update	Approval
4	JLCD R2	Administering Medications to Students - Over the Counter	Review & update	Approval
5	JJJB	Student Extracurricular Activity Eligibility – Behavioral Expectations	Review & update	Approval

Also attached in the packet for reference are:

JJJA – Student Co-curricular Eligibility Academic Expectations
JLCD – Administering Medication to Students



ORGANIZATIONAL CHART



DRUG AND ALCOHOL RESOURCES

Guidance counselors, social workers, administrators, and any other school personnel that may have knowledge of information and resources relative to existing drug and alcohol counseling and treatment for pupils will provide that information to pupils, parents, and legal guardians.

Legal References:

RSA 189:11-d, II

Board Approved: 03/27/2017

*Reference***PROFESSIONAL ETHICS**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence and nurturance of democratic principles. Effective teaching requires the services of men and women of high ideals, broad education, and human understanding.

To maintain and promote these essential qualifications, all persons engaged in educational work and support positions in the Nashua School District whether in teaching, administrative, supervisory, or support capacities, must observe high standards of conduct across all forms of communications in their professional relationships, both in and out of school. ~~These standards include:~~

Adoption and Incorporation of Standards of Code of Ethics for New Hampshire Educators

The Board incorporates by reference and adopts as independent ethical standards relative to employment in the District, the provisions of the New Hampshire Code of Ethics for New Hampshire Educators (the "NH Code of Ethics"), as the same may be amended by the State of New Hampshire.

- A. All employees in relations with students, parents, or others, are expected to be just, courteous, and professional.
- B. Educators shall base all interactions and relationships with students upon mutual respect and trust; an understanding of the appropriate boundaries in an educational setting; and behaviors consistent with the educational mission of our schools.
- C. Educators should guide their students to an appreciation and practice of the principles of democracy.
- D. It is the duty of educators to maintain their own effectiveness by study, by travel, or by any other means which will keep them abreast of the world in which they live in and alert them to the trends in education.
- E. Educators should appreciate the importance of their contribution to society.
- F. Educators should refrain from using classroom privileges and prestige to promote partisan or personal politics, sectarian religious views, or flagrant personal bias of any kind.
- G. Appointments to positions and promotions within the school system should be based solely on merit. The use of pressure on school officials for appointments or promotions is, therefore, unethical.
- H. All employees must comply with privacy laws and preserve the confidentiality of student and employee data/information.
- I. No employee or contractor of the Nashua School District shall accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

~~All Nashua School District employees are subject to the ethics guidelines contained in Chapter 5: Administration of Government Part 5: Conduct Regulations, section 5-93 through 5-1034 of the Nashua City Ordinances.~~

~~For the convenience of district employees, a link of these guidelines can be found on the district website.~~

~~Related Documents~~

~~Nashua City Ordinances Chapter 5 Conduct Regulations; School Board Member Ethics (BCA, BCA-R); Board Member Conflict of Interest (BCB); Professional Ethics (GBEA); Employee Conflict of Interest (GBEB)~~

Legal References:

***Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

Board Approved: 12/19/1994, 09/25/2000, 03/25/2002, 09/21/2004, 01/09/2012, 03/12/2012
(replaces POPPS 8214.40~~1~~); 08/22/2016

A. Adoption and Incorporation of Standards of Code of Ethics for New Hampshire Educators.

The Board incorporates by reference and adopts as independent ethical standards relative to employment in the District, the provisions of the New Hampshire Code of Ethics for New Hampshire Educators (the "NH Code of Ethics"), as the same may be amended by the State from time to time.

B. Additional Ethical Standards.

In addition to the ethical standards set forth in the New Hampshire Code of Ethics, and without limiting the application thereof to District employment, employees will:

- Make the wellbeing of students the fundamental value of all decision-making and actions.
- Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfill their job responsibilities with honesty and integrity.
- Direct any criticism of other staff members toward improving the District. Such constructive criticism is to be made directly to the building administrator.
- Obey all local, state, and national laws.
- Obey and implement the School Board's policies, administrative rules and regulations.
- Avoid using position for personal gain through political, social, religious, economic, or other influence.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty.

C. Dissemination.

The content of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted party.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

NH Dept of Ed Regulation

Code of Conduct for New Hampshire
Educators

N.H. Code Admin. Rules Ed 303.01

N.H. Code Admin. Rules Ed 510.01-
510.05

N.H. Dept of Ed., Code of Ethics for NH
Educators

Description

[Code of Conduct for New Hampshire Educators](#)

[Substantive Duties of School Boards](#)

[Code of Conduct for NH Educators](#)

[N.H. Dept of Education, Code of Ethics for NH Educators](#)

Cross References**Code**

GBEAB

GBEB

GBEBB

Description

[Mandatory Code of Conduct Reporting - All Employees](#)

[Staff Conduct](#)

[Employee-Student Relations](#)

STUDENT ~~EXTRACURRICULAR~~CO-CURRICULAR -ACTIVITY ELIGIBILITY – BEHAVIORAL EXPECTATIONS

Introduction

The Board supports ~~extraeurielalrco-curricular~~ activities that supplement and enrich academic instruction, provide opportunities for social development, and encourage participation in clubs, athletics, performing groups and service to school and community.

~~Extraeurielalr~~Co-curricular activities include intramural and interscholastic athletics, performing groups, academic clubs and societies, as well as student government. A complete list of ~~extraeurielalrco-~~curricular activities shall be maintained by the Superintendent or designee and shall be included as part of the procedures for this policy as well as in the student handbooks at the high school and middle school levels.

Any middle school and high school student who meets the minimum standards of academic performance as stated in Policy JJJA and the behavior standards set by this policy is eligible for ~~extraeurielalrco-~~curricular activities. Individual ~~extraeurielalrco-curricular~~ activities may require higher standards of academic performance in addition to any specific qualifications for the activity. A written copy of these additional requirements or rules shall be distributed to both the student participants and to the students' parents or guardians. None of these rules or requirements shall contradict or supersede Board policy.

These additional rules or requirements shall be approved by the coach, the advisor or supervisor of the activity, and the school principal or designee. Violations of these rules may restrict or prohibit a student's participation, such as not being able to participate in a performance, practice or game.

Behavioral Expectations

Students who participate in Nashua High School or Middle School ~~extraeurielalrco-curricular~~ programs are expected to adhere to high standards of conduct. Any Class I, Class II or Class III violation of the Student Behavior Standards policy may cause a student to be suspended from ~~extraeurielalrco-curricular~~ activities. The following behaviors are examples of Class I, Class II, or Class III violations:

- Illegal use or possession of alcoholic beverages, regardless of where such use or possession occurs;
- Illegal use, manufacture, possession, having under control, sale, purchase, prescription, administering, transportation, dispensation, or compounding of any controlled drug, controlled drug analog, or any preparation containing a controlled drug, as any of the above terms are defined in N. H. RSA 318-B:1, regardless of where such behavior occurs;
- A finding of guilt, delinquency, probable cause, or indictment for violation of a criminal statute in any jurisdiction.
- Student Hazing as defined in N.H. RSA 631:7(d), and in POPPS 3244.2, regardless of where such student hazing occurs;
- Illegal gambling, assaultive or threatening conduct, stealing, vandalism, and destruction of property – if any of these behaviors occurs while on school grounds, or otherwise while participating or attending a scholastic or interscholastic event;
- Gross misconduct, including but not limited to assault or on advisor, coach, judge, official, participant, opponent or spectator; inappropriate behavior and/or obscene language; cheating; directing threats or obscene gestures at an advisor, coach, judge, official participant, opponent or spectator – if any of these behaviors occur while participating in or attending a scholastic interscholastic event.

Consequences

Any student suspended from school, in or out of school, will also be suspended from participating in and/or attending any school ~~extraeurielalrco-curricular~~ activities or functions.

At minimum the length of the extraextricurarco-curricular suspension is equal to the number of days of the school suspension (in or out of school).

The suspension from extraextricurarco-curricular activities begins on the date of notice of suspension and concludes no earlier than the first day the student returns to his/her regular class schedule.

NOTE: If a student is on suspension during a try-out period of an extraextricurarco-curricular activity, it will be at the discretion of administration if the student may participate in a try-out period. This exception may only be made on a student's first violation.

Additional ExtraextricurarCo-curricular Consequences

- **First out-of-school suspension or accumulation of five (5) total days suspension (in or out of school) in a school year:** The student shall be suspended from all extraextricurarco-curricular programs for up to two calendar weeks (14 days). The building principal or his/her designee shall provide written notice of any such suspension to the student and to the student's parent(s) or guardian(s).
- **Second out-of-school suspension or accumulation of ten (10) total days suspension (in or out of school) in a school year:** The student shall be suspended from all extraextricurarco-curricular programs for not less than three calendar weeks (21 days). The building principal or his/her designee shall provide written notice of any such suspension to the student and the student's parent(s) or guardian(s).
- **Third out-of-school suspension or accumulation of fifteen (15) total days suspension (in or out of school) in a school year:** The student shall be suspended from all extraextricurarco-curricular programs for the remainder of the school year. The building principal or his/her designee shall provide written notice of any such suspension to the student and the student's parent(s) or guardian(s).

NOTE: A principal may remove a student from extraextricurarco-curricular activities for the remainder of the school year for any single egregious act.

Appeal of Behavioral Violations

A student may appeal a suspension from extraextricurarco-curricular activities by submitting the appeal form provided in JJJB-R to the Director of Student Servicesbuilding Principal. The Director of Student Servicesbuilding Principal will respond within three business days of the notice of appeal.

The decision of the Director of Student Servicesbuilding Principal may be further appealed to the Superintendent. The Superintendent will issue a final decision within seven (7) business days.

Any violation which results in a suspension that exceeds five weeks (35 days) or is a third violation can be appealed to the Board of Education.

Definitions

Possession is defined as the exercise of authority or control over something, and includes:

- direct physical control; and/or
- having both the power and the intention to exercise control over something.
- Possession also includes joint possession, where two or more persons share possession as defined above.

Participation in scholastic, interscholastic events, or extraextricurarco-curricular activities, which includes practices, meetings, participation in scrimmages, competitions, performances, etc. It also includes travel to and from such events.

Standard of Proof: The imposition of consequences, as set forth in this policy and these procedures, for violations of behavioral expectations that occur off school grounds and are unrelated to scholastic or interscholastic events, including travel, must be based on an admission by the student of a violation to law enforcement personnel or a court's finding of guilt, delinquency, probable cause, or an indictment obtained by or made available by authorities to School District officials.

School Year: School year is defined as the first day of sanctioned school ~~extra~~curricular~~co-curricular~~ activities, as set forth under the adopted Nashua School District calendar, through the last day of school of the academic year, or, if later, through the last sanctioned school ~~extra~~curricular~~co-curricular~~ activity of the academic year in which the student in question participates (e.g., the NHIAA Decathlon, Heptathlon or similar sanctioned school ~~extra~~curricular~~co-curricular~~ activity held after the last day of school).

Additional Requirements for the Accompanying Procedures

In addition to any previous requirements, the procedures accompanying this policy will:

- Provide a form for appeal of a violation.
- Provide a form for acknowledgement of ~~extra~~curricular~~co-curricular~~ expectations.

Review

Procedures accompanying this policy will be reviewed by administration prior to the start of the school year and, if changed, an updated copy will be provided to the Board.

Legal References:

***Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

Board Approved: 08/31/2015 (replaces POPPS JJJ); 08/26/2019;

STUDENT CO-CURRICULAR ACTIVITY ELIGIBILITY - ACADEMIC EXPECTATIONS

Introduction

The Board supports co-curricular activities that supplement and enrich academic instruction, provide opportunities for social development, and encourage participation in clubs, athletics, performing groups and service to school and community.

Co-curricular activities include intramural and interscholastic athletics, performing groups, academic clubs and societies, as well as student government. A complete list of co-curricular activities shall be maintained by the Superintendent or designee and shall be included in the student handbooks at the high school and middle school levels.

Any middle school and high school student who meets the minimum standards of academic performance set by this policy is eligible for co-curricular activities. Individual co-curricular activities may require higher standards of academic performance in addition to any specific qualifications for the activity. A copy of these additional requirements or rules shall be provided to both the student participants and to the students' parents/guardians either written or electronically. None of these rules or requirements shall contradict or supersede Board policy.

These additional rules or requirements shall be approved by the coach, the advisor or supervisor of the activity, and the district athletic director, school principal, or designee. Violations of these rules may restrict or prohibit a student's participation, such as not being able to participate in a performance, practice or game. Athletic department rules and procedures are contained within the Student-Athlete Parent Handbook for both middle and high school. This handbook is available on each school's athletic website and is agreed to during the online registration process.

Academic Expectations – High School

Eligibility determination for the start of a season/activity:

To be eligible for co-curricular activities a high school student-athlete and/or student participating in an activity with a contract advisor must be enrolled in a minimum of three courses per grading period.

- A student who has earned no more than one non-passing grade (see notes below) during the prior grading period will be declared **academically eligible** to participate.
- A student earning more than one non-passing grade (see notes below) but passing at least 50% of their classes will be declared **conditionally eligible** and be required to submit weekly progress reports throughout the athletic season or duration of the activity. This report must be signed by all current teachers indicating current academic status in each class. This report must also be signed by another adult in the building (Assistant Principal, School Counselor, Monday E-Block teacher, or someone who is not a current teacher or coach of the student). If these reports indicate poor performance in areas such as but not limited to academic, behavior, or attendance, there will be periods of the season/activity that the student is removed from participation until grades, attendance, and/or behavior improve.
- A student passing fewer than 50% of their classes will be declared **academically ineligible** and not able to participate as this is a violation of the NHIAA scholastic standing by-law.

NOTES (regarding start of season/activity eligibility):

- First year freshmen students are considered academically eligible for athletics and co-curricular activities that occur in the fall. Academic eligibility will not be verified for first year freshmen students until first quarter grade reports are published.

- An incomplete or NC grade in a course that has concluded will be considered a non-passing grade (equivalent to an F) for the purpose of co-curricular eligibility.
- If an incomplete or NC posted at the end of a quarter in an ongoing (semester or full year) class is recovered to a passing grade before the first day of tryouts or practices, the current new grade in that class will be used to reconsider eligibility for the start of the season. It is the responsibility of the student to inform the Athletic Office that a grade has been recovered.
- Once practices or tryouts have begun in a particular sport, initial eligibility decisions are final.

Eligibility determination during a season/activity:

The above criteria will apply for all reporting periods and could change a student's eligibility status during a season/activity.

- A student who was previously eligible could become conditionally eligible and be required to submit progress reports.
- A student who was previously eligible could become ineligible and removed from a team/activity mid-season based on the most recent report card grades.
- A student declared conditionally eligible could become ineligible and removed from a team/activity mid-season.
- A student declared conditionally eligible and submitting progress reports at the start of the season/activity will continue to submit progress reports for the duration of the season as long as they continue to pass a minimum of 50% of their classes.
- Any student who becomes ineligible at mid-season report cards will be removed from the team/activity effective the day report cards are published.
- A student who was ineligible at the start of the season cannot gain eligibility after practices/tryouts for that sport have begun.

NOTES (regarding eligibility during a season/activity):

- An incomplete or NC grade in a course that has concluded will be considered a non-passing grade (equivalent to an F) for the purpose of co-curricular eligibility.
- If an incomplete or NC posted at the end of a quarter in an ongoing (semester or full year) class is recovered to a passing grade within 10 calendar days of report cards being published, the student may regain eligibility and rejoin their team. It is the responsibility of the student to inform the Athletic Office that a grade has been recovered. This only applies to students who were eligible to start the season.
- The effective date of eligibility is the date report cards are published to students. These dates are determined by the Nashua School District Superintendent's Office.
- Effective beginning with the fall of 2023, there is no longer an academic waiver process for athletic eligibility.

Academic Expectations – Middle School

To be eligible for co-curricular activities, a middle school student must be enrolled in a minimum of five classes per grading period. A middle school student who earns more than one F on their report card at the end of a trimester will be ineligible to participate in co-curricular activities.

Beginning of each school year/fall sports:

All first-year sixth grade students will be considered academically eligible to participate in co-curricular activities in the fall. All other students must be academically eligible based on their trimester three grades from the previous school year.

Beginning of winter season:

Prior to the start of the winter athletic season, grades will be checked for all students registered. Students not meeting the criteria established will not be permitted to participate in winter interscholastic athletics.

Beginning of spring season:

Trimester 2 report card grades will be used to determine initial eligibility for spring sports. These report cards are released just before or just after the start of the spring season

During a season/activity:

All middle school students participating in a co-curricular activity will have their grades monitored at least once during the season/activity.

For student-athletes, grades will be checked each season at the following times:

- Fall season – no later than the last day in September
- Winter season – Trimester 1 report card AND no later than the last school day before the Civil Rights holiday in January
- Spring season – no later than the last day in April.

Similar benchmark dates will be established by each school for other co-curricular activities.

Any student who has more than one F at this time will become temporarily ineligible. During this time of ineligibility, the student may not participate in any team or activity events (no practices, rehearsals, games, performances, etc.).

- If the student recovers the grade(s) within 10 school days, they may return to the team/activity.
- If the grade(s) is/are not recovered within that 10-school day time period, the student will be removed from the team/activity for the remainder of the season/activity.
- Any student who recovers their grade(s) and returns to their team/activity will have weekly grade monitoring for the remainder of the season or length of the activity.

End of each trimester grading period:

A middle school student who earns more than one F on their report card at the end of a trimester will be ineligible to participate in co-curricular activities.

- A student will be ineligible to begin any new activity which begins after this report card and before the next report card is published.
- A student currently involved in an athletic season or activity will be removed from the team/activity immediately.

The effective date of eligibility is the date grade reports are to be published as determined by the Nashua School District Superintendent's Office.

Definitions

Participation in scholastic, interscholastic events, or co-curricular activities which includes practices, meetings, participation in scrimmages, competitions, performances, etc. It also includes travel to and from such events.

School Year: School year is defined as the first day of sanctioned school co-curricular activities, as set forth under the adopted Nashua School District calendar, through the last day of school of the academic year, or, if later, through the last sanctioned school co-curricular activity of the academic year in which the student in question participates (e.g., the NHIAA Decathlon, Heptathlon or similar sanctioned school co-curricular activity held after the last day of school).

Non-passing Grade: The following grades are all considered non-passing grades at the high school level: F, NC, Incomplete, Fail (refer to NSD Policy ILBAA-R Competency Assessment Regulations and Procedures). Only an F is considered non-passing at the middle school.

Review

Procedures accompanying this policy will be reviewed by Administration prior to the start of the school year.

Legal Reference:

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Board Approved: 08/31/2015 (Replaces JJJ), 05/09/2016, 08/26/2019, 03/27/2023, 06/24/2024,
04/13/2026

OVER-THE-COUNTER (OTC) MEDICATION ADMINISTRATION AUTHORIZATION FORM
Over-the-Counter Medications

Student's Name _____ DOB _____

Who lives with parent/guardian at _____

In Nashua, New Hampshire 0306 _____

Teacher/Advisor _____ School _____ Grade _____

Name of Medication _____

We feel that our child may benefit from the following over-the-counter medications (not to include herbal preparations or dietary supplements) and wish to have an appropriate person assist our child in taking the medication ~~furnished by us~~ in accordance with the printed instruction on the manufacturer's labeled bottle ~~we have provided~~. We understand that if a high dose than what the manufacturer recommends is needed, that a doctor's note, so authorizing the increased dosing will be provided by our child's medical provider or pediatrician.

_____ needed for _____

_____ needed for _____

_____ needed for _____

This permission is good for one school year unless otherwise specified for a specific condition lasting less than one (1) year.

HOLD HARMLESS: I hereby authorize the designated staff person or school nurse to administer the above medication as directed. In consideration for this service, I further agree that I will not hold liable, and will otherwise save harmless, the District and/or any department or employee thereof for death or injury resulting from administration or assistance in the administration of the medication described above. I understand that (a) not more than one month of prescribed medicine may be stored in school, (b) medication will be delivered directly to the School Nurse, Principal or designated staff member by the parent or guardian, if possible, and (c) the medication will be delivered in a container properly labeled with the student's name, the physician's name, the date of original prescription, name and strength of medication and directions for taking by the student.

Printed Name of parent/guardian _____

Signature of parent/guardian _____ Date _____

Yes No I give my permission for release/exchange of pertinent information by telephone, mail or electronic exchange including fax or email between the school nurse and the physician's office regarding the above medication.*

Yes No I give my permission for other school personnel to be notified of the medication and any adverse effects.*

*NOTE: Included in the annual NSD Health History form

Signature of parent/guardian _____ Date _____

Legal Reference:

ED 311.03i(1), Physical Examination of Students

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Board Approved: 05/28/2024

*JLDC-R1, JLCD-R2***ADMINISTERING MEDICATION TO STUDENTS****A. General Provisions for Administration of Medication.**

Medication whether prescription or over-the-counter (“OTC”), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in Policy JLCD-R.

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

Medication is to be administered by a school nurse, as defined in RSA 200:29 (“the school nurse”). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal’s designee is permitted to assist students in taking required medications by:

- i. making such medications available to the student as needed;
- ii. observing the student as he/she takes or does not take his/her medication; and
- iii. recording whether the student did or did not take his/her medication.

Whenever possible, medications, should not be taken during the school day. Upon receiving a request from the parent, guardian, or physician relative to a particular student's need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

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 New Hampshire's Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

B. Emergency Administration of Medication.

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel has all training as is required by law, and is consistent with the provisions of Board policy JLCE.

C. Field Trips and School Sponsored Activities

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. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the school nurse's absence, the Principal.

D. Other Uses/Administration Prohibited.

No person shall share or otherwise administer any prescription or over-the counter medication with any student except as provided in this policy. 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.

E. Delivery, Storage and Disposal of Medication.

Medications provided by the student's parent/guardian may only be delivered to the school nurse or principal/principal's designee. All such medication should be delivered in its original container. The school nurse or other responsible person shall count/document the quantity of prescriptions medication delivered. The school nurse is directed to keep such medications in a double-locked cabinet or refrigerator. No more than a 30-day supply will 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 may maintain a supply of asthma related rescue medication and the emergency medication epinephrine.

F. Administration and Self-Administration of Epinephrine Auto-Injectors and Inhalers.

Students may possess and self-administer an 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, s/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. Such authorization must include the same information required under A.1 of this policy.

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian and in the same manner as described in A.1 of this Policy, and subject to other conditions as the school nurse may require.

G. Medication Records.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. Such records shall be retained as required under Board policy EHB, Data/Records Retention.

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.

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").

H. Implementation: Procedures and Protocols.

The Superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures necessary and appropriate to control (e.g., delivery, storage, authorization, record-keeping, reporting, etc.) medications in the schools. Such procedures shall be in writing, and coded as JLCD-R. The procedures should be reviewed no less than every two years.

Additionally, and pursuant to 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.

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, Pupil 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 Pupils – Immunity
RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers
RSA 200:55, Administration of Bronchodilator, Space or Nebulizer
RSA 326-B, Nurse Practices Act
N.H. Code of Administrative Rules – Nur 404, Ongoing Requirements
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

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

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