

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)



LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

Draft Minutes for April 21, 2021

Location: Litchfield Town Hall

C. Harrison, Chair

B. Bourque, Vice Chair

In Attendance:

C Harrison, Chair

B Bourque , Vice Chair

E MacDonald, Board Member

Heide Ames, Board Member

T Hershberger, Board Member

Dr. Michael Jette, Superintendent

Cory Izbicki, Business Administrator

Mary Widman, Director of Curriculum, Instruction & Assessment

Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

5:00 p.m.

A. Call to Order

Mrs. Harrison called the meeting to order at 5:05 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from April 7, 2021:

Mrs. Hershberger made a motion to approve the March 17, 2021 non-public minutes. Mrs. Ames seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Barbara Labelle, GMS Music teacher. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Community Forum *Public Attendance: by Google Meet only*

Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.

Emily Post, CHS Biology teacher, commented about the grading system and PowerSchool. She asked about the best way to finalize grades and wanted to know when District professional development will be made available to teachers to support the grading system.

Ms. Widman responded that the Committee is still in the process of finalizing the grading work. She indicated there will be paid professional development for teachers this summer to do some work around getting that done, and then the goal will be to bet it done in PLCs next year.

Ms. Post commented that there will be no district-led professional development on how it is meant to be implemented in PowerSchool.

Ms. Widman commented there will be three full days in August in PowerSchool training and training in-school at the start of the school year.

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Ms. Post expressed her concerns about the “lack” of professional development in this area.

Mr. Bourque commented that this is public input and this discussion and interaction is not appropriate at the Board level.

Dr. Jette suggested Ms. Post address the issue with the building administration,

Ms. Post commented all schools are working on the same grading system. She believes this is a district and Board question. She indicated the Board decided to train all teachers so that the training is consistent during contracted time. She asked when is the district going to make that consistency happen during those days.

Mrs. Harrison commented that is why we have common planning time and PLCs. She indicated the intention is that we create common assessments and apply the vertical alignment, which is all ongoing work.

Ms. Post expressed concern with implementation and use of the grading system in PowerSchool. She commented we have varying ways these assessments are put in and the weighting was not taken into account at the high school level. She indicated the Board stated the district and Board would come back to teachers and tell them how PowerSchool would be implemented when grading the competencies.

Ms. Widman indicated there was no approval process for the work arounds that were implemented. She commented in terms of consistency, we do not have an agreement in grading and reporting to be made. She noted once we have that it will be rolled out and there will be training.

Dr. Jette commented, to be clear, that will be available to those people on those additional days and at the beginning of the year. He suggested that if it is a radically different way to think about grading then waiting until September may be best.

Mrs. Hesrshberger stated that the Grading & Reporting Committee meetings are open to all teachers.

Patrick Keefe, LEA President, commented that he extended emails to the Superintendent and School Board requesting these Board meetings be held in a more public forum that would encourage public participation. He indicated this is not the best way to encourage public discourse in the educational process. He commented it should be understood that teachers are in a full time in school model and are doing a great job, but it feels like these meetings are a sequestered environment when held at the Town Hall. He indicated when the School Board refuses to meet in a more public forum it discourages public participation.

Mr. Bourque commented that if the meetings were to be held in the gymnasium, it takes hours and hours of set up time, which impacts custodial time to clean the school and the Cable Committee’s manpower and technology set up. He indicated every board and committee in the town meets in this room.

Mr. Keefe commented that he is hearing it is a technical issue and a town ordinance. He indicated that the district and School Board have seen the coronavirus relief funds and most of that is going to address HVAC. He commented that he asked for one transparent document to see where those expenditures are being spent and to hold this in a public forum where it can be discussed.

Mrs. MacDonald commented that her time is just as valuable as everyone else. She asked why an issue that is not a Board level issue, came to the Board.

Mr. Izbicki commented that when we met in the meeting room at CHS there were always plenty of empty chairs. He indicated this is our meeting place and when we were able to have the public attend no one came to the meetings.

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Mr. Keefe commented that Ms. Post was remote during public input and it was technically flawed. He feels that community input is being discouraged.

Mrs. Harrison redirected the discussion from a debate.

Mr. Keefe commented we are a district-wide competency-based system and the Grading Task Force has not completed it yet. Our student information system seems to be incompatible. He indicated if we roll out a new grading system that requires an overhaul this fall it will be another year until it is fully implemented.

G. Correspondence

Mr. Bourque reported correspondence was received from Keri Douglas regarding the volunteer and vaccinations requirement discussed by the Board. He indicated she suggested we seek legal counsel, which we have done and were advised we have the right to ask volunteers to show proof of vaccination for COVID.

H. Comments:

- **Superintendent:**
 - **FY22 School District General Assurances**

Dr. Jette informed the School Board regarding federal funds that the district will receive in the 2021-2022 school year. He explained the General Assurances indicate the school district has to be in compliance with federal grants and requires the Superintendent and the School Board Chair to sign the assurances.

- **Budget Committee Calendar 2021-2022**

Dr. Jette reported that he met with the Chairs and Vice Chairs of both the Budget Committee and the School Board and Cory Izbicki to discuss the upcoming committee meeting dates and dates for budget review meetings. He indicated that Mr. Cutter will bring the calendar schedule to the Budget Committee for approval tomorrow night. He explained that the budget schedule includes:

- November 2, 2021 Delivery of Budget to Budget Committee
- November 4 and 9, 2021 School Board/Budget Committee Budget Presentations
- November 18, 2021 Budget Committee School Budget Review
 - Administrators and directors can be texted to join the meeting remotely to answer questions.

Dr. Jette indicated that he asked for an earlier start to the Budget Committee budget review and voting meetings.

Mr. Bourque asked if the Budget Committee receives a copy of the budget on November 2, when will the Board receive the budget?

Dr. Jette indicated the Board will get the budget the same day.

Mr. Bourque felt the Board should receive the budget at least two days earlier.

Dr. Jette indicated the Board will have digital access prior to November 2.

- **School Board Meeting Calendar 2021-2022**

Dr. Jette presented an updated School Board meeting calendar for 2021-2022 to the Board, which reflects the Budget Committee schedule.

Mrs. Harrison made a motion to approve the 2021-2022 School Board meeting calendar. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mrs. Harrison asked for both paper and digital copies of the FY23 budget.

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- **Volunteer Consistency**

Dr. Jette explained that after asking for legal opinion, he was advised the district can require volunteers to provide proof of COVID vaccinations. He indicated that a new process has been set up that addresses the volunteer procedures going forward. He commented that this will not be permanent, but is necessary during the pandemic.

- **School Board**

There were no Board member comments.

II. GENERAL BUSINESS

A. Public Minutes:

- **April 7, 2021**

Mrs. Harrison made a motion to approve the public minutes of April 7, 2021. Mrs. Hershberger seconded. The motion carried 5-0-0.

III. REPORTS

A. Curriculum Director’s Report

- **General Update: Grading, #Live2Learn Academy, Curriculum Writing & Resources**

Ms. Widman provided the School Board with an update to work that has been ongoing during the year.

Curriculum Revision

3 year progress

<u>Completed</u>	<u>In progress</u>	<u>Not started K-12</u>
Math K-12	ELA K-12	Science K-12
ICT Pathways	Social Studies K-12	Art K-12
	PE/Health K-12	Music K-12
	FCS 6-12	Spanish 8-12
	CS/Tech 6-12	Business 9-12

Looking ahead

<u>2021-22</u>	<u>2022-23</u>
Complete ELA K-12	Complete Science K-12
Complete Social Studies K-12	Complete Art K-12
Complete FCS 6-12	Complete Music K-12
Complete PE/Health K-12	Complete Spanish 8-12
Continue working on assessment building.	

Coming to the board before the end of the year....

- Social Studies competencies
- Reading and writing competencies
- FCS competencies
- Benchmarking software
- Updated resources

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Ms. Widman reported that software to replace our use of NWEA and AIMSweb is being benchmarked and we are updating our technology resources.

Competency Based Grading/Reporting

3 Year Progress

Work Study Practices - Revised and Rubric created.

Competency Reporting - Implemented this year in all 3 buildings

ReAssessment Procedures - In process with a goal of board approval by next Fall.

Competency Based Grading Practices - In process with obstacles.

Ms. Widman commented that work on competency based grading practices is in process, but there are obstacles, such as weighting of grades. She indicated that it is not an option to use a weighted point system and there are other ways to do it so that teachers are comfortable with it. She noted many discussions are challenged by debate because many teachers do not want to change from a weighted points grading system.

Competency Assessments / Rubrics

Where are we?

Competency Assessment training was offered during Live2Learn 2019 and as a PD option in the Spring of 2020.

Campbell is working on Summative Competency Assessments to use minimally for competency recovery this Spring.

This will be a large focus of Live2Learn 2021.

Professional Learning

Looking Ahead

Refocus on Data Driven PLCs for 2021-22.

Expand Live2Learn 2021 to two weeks.

Expand our staff led professional learning opportunities.

Begin work and training around MTSS-B.

B. Business Administrator's Report

- **District Financials**

Mr. Izbicki provided district financial reports to the Board. He indicated that he has put a hold on purchases for the remainder of the school year. Mr. Izbicki reported that he participated in a conference call regarding the types of things we are allowed to use capital project funding for, which can include the need to upgrade a building (re: COVID).

- **Project Updates**

Mr. Izbicki reported that the district will be signing contracts with the Construction Manager and Architect for the LMS renovation project; Capital Project funds were reopened to more easily track those funds;

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North Branch Construction provided an additional budget and we are working toward a guaranteed maximum cost for the LMS project. He reported further that Solid Roots will be completing the punch list for the LMS canopy; Schiavi was notified about the removal of the LMS portables.

Financials provided: fund balance, reached time when we hold back for purchases - Capital Project funding - attended phone call about what types of things are allowed as uses - you can justify the needs to upgrade a building re: covid - provided what was needed for grant reimbursement -

Mr. Bourque asked when the old LMS marquis sign is being removed. Mr. Izbicki indicated he reached out to Mr. Lecklider who claims that the Litchfield Historical Society is interested in the sign, but delivery needs to be determined.

Mr. Bourque commented that his understanding regarding COVID funds is what has been received to date has been spent.

Mr. Izbicki confirmed that what has been received has been spent on ventilation at all buildings, however, the funds provided by CARES III have been determined, but not yet received.

Mrs. Harrison expressed agreement with Mr. Keefe's point that a breakdown of how COVID funds have been used should be provided.

Mr. Izbicki indicated that information has been shared through the Facilities Committee, but we can provide it to them again.

- **Food Service**

Ms. Crowley addressed the Board and thanked members for helping in the cafeteria due to staff impact from COVID-19.

Ms. Crowley reported the USDA announced that the federally funded meals waiver has been extended through 2022 and meals will be provided to students at no cost to families. She also reported that the breakfast program was implemented at LMS and has grown significantly both at GMS and LMS. Lunch counts dropped a bit at CHS due to the open campus.

Mrs. Hershberger asked if the reimbursement of a meal is less than what a student is charged. Ms. Crowley indicated that the reimbursement is higher than what a student is charged.

Mr. Bourque asked if the reason Food Services is losing money is simply due to the cost of goods, even though we receive more for reimbursements. Ms. Crowley indicated that we try to keep costs down by using State commodities, but the local revenue is where we are losing it.

Mr. Izbicki explained that overall expenses are down 27%, but we are still paying salaries/benefits for staff. Federal revenues increased 212% and State increased 17%, but due to limited participation and pandemic protocols that limited a la carte offerings and federally funded meals, local revenues are down 95%. He reported that we are working with Coca Cola on vending costs. He believes that when school begins in September those items will return and produce more revenue, especially with the federal extension of the waiver for meals. He predicts a loss of \$100,000 this year. He noted food service is struggling nationwide.

Ms. Crowley reported that a limited supply of snacks to purchase a la carte was reinstated at LMS and students are purchasing them. She commented once the vending issue is resolved, it will be up and running. Ms. Crowley indicated her goals for the department include:

- Developing a culinary seminar for staff (portion size cooking, cooking for 100);
- Increase made in-house items at GMS & LMS;
- Introduce 'try it day' and committees of students for more involvement;
- Utilize PowerSchool to order lunches at GMS/LMS;
- Reopen Deja Brew coffee bar.

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Mrs. Harrison thanked Ms. Crowley for her presentation and expressed appreciation for her commitment to the students.

IV. NEW BUSINESS

A. Policies - Review:

- **Re-Approval:** *The following policies have been reviewed for changes and were found to have none.*
 - **DFA, Investment Policy**
 - **DH, Bonded Employees**
 - **DID, Capital Assets**
 - **DIE, Audits**
 - **DJC, Petty Cash Accounts**
 - **DJD, Cooperative Purchasing**
 - **DJF, Local Purchasing**
 - **DJGA, Sales Calls & Demonstrations**
 - **DK, Payment Procedures**
 - **DKA, Payroll Procedures**

Mrs. Hershberger had some questions about the policy language regarding direct deposits. A revision in the language was suggested.

Mrs. Hershberger made a motion to approve policy DKA, Payroll Procedures, for a 1st Reading. Mrs. Ames seconded. The motion carried 5-0-0.

- **DKC, Expense Reimbursements**

Mrs. Hershberger had a question about policy language regarding purchases made by employees issued a p-card that would not be reimbursed for a purchase unless it was not allowed under the p-card program.

Dr. Jette explained that the language was written that way to notate that employees that are issued a p-card can only make allowable purchases.

A revision was suggested to clarify the policy language regarding these types of purchases.

Mrs. Harrison made a motion to approve policy DKC, Expense Reimbursements, for a 1st Reading. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **DM, Cash & Checks in Schools**

Board members reviewed all other policies for re-approval.

Mr. Bourque made a motion to approve Policies DFA, DH, DID, DIE, DJC, DJD, DJF, DJGA, DK, and DM. Mrs. MacDonald seconded. The motion carried 5-0-0.

B. Job Description

- **DW Technology Integrator**

Dr. Jette presented a job description for the district-wide technology integrator to the Board. He indicated the position title will be Digital Learning Specialist, as the title 'Technology Integrator' is antiquated and not used by the State. He noted that the title 'Digital Learning Specialist' aligns with the certification.

The Board reviewed the job description and voted to approve it.

Mrs. Harrison made a motion to approve the DW Digital Learning Specialist job description. Mr. Bourque seconded. The motion carried 5-0-0.

V. OLD BUSINESS

A. Coronavirus Review and Update

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- **Remote Learning Update**
- **Current Situation Update**

Dr. Jette reported:

GMS: 3 student cases/0 staff cases, 3 students quarantined; LMS: no student or staff cases; Mike - GMS 3 student cases, 3 students quarantined; LMS no student/staff cases, 5 student quarantined; CHS: 1 student case, 10 students quarantined, 2 staff quarantined. He indicated the Administrative Team meets every morning to track these numbers. Dr. Jette also reported that the current enrollment at each school is as follows:

- GMS: in person 358 / remote 38
- LMS : in person 306 / remote 55
- CHS: in person 380 / remote 47.

- **Vaccination Clinic**

Dr. Jette reported that the district is working with the Fire Department on a student vaccination clinic. He indicated that Chief Fraitzl provided information to the district that a vaccination clinic is scheduled for May 4 starting at 3:00 pm at Alvirne High School and is open to any high school student at Alvirne and CHS. The date for the second clinic is May 25. Students will receive the Pfizer vaccine. Sign ups will be open from April 22 to April 27.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Forum

There was no public input.

VIII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion made by Mrs. Harrison the Board entered into non-public session at 7:08 p.m. under RSA 91-A:3II (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 that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the Board returned to public session at 8:45 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.

X. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 8:46 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

Griffin Memorial School PRINCIPAL'S REPORT Submitted by Dan Mitchell
For the May 5, 2021 Board Meeting

Current Enrollment (as of 05/03/2021)

<u>Grade</u>	<u>In Person</u>	<u>Remote</u>
<u>Pre K</u>	<u>25</u>	<u>0</u>
<u>Kindergarten</u>	<u>62</u>	<u>4</u>
<u>Grade 1</u>	<u>66</u>	<u>12</u>
<u>Grade 2</u>	<u>75</u>	<u>9</u>
<u>Grade 3</u>	<u>84</u>	<u>8</u>
<u>Grade 4</u>	<u>76</u>	<u>1</u>
<u>Total</u>	<u>388</u>	<u>34</u>

Recognitions:

- Special thanks to Jess Sibona for discovering a connection with BAE systems furniture donation program. Over April vacation we were able to take in over 75 pieces of lightly used but highly effective furniture that included adult desks, chairs, bookshelves, file cabinets, and group work tables. This connection will result in more comfortable and effective work spaces.
- As this will be my last board presentation for the school year I want to recognize those staff who have left or will be retiring or leaving this year: Barb LaBelle, Sue Seabrook, Peggie Sawicki, Pattie Wagonner, Lauren Sampson, Tricia Frazier, Laura Dampolo, Chris Couronis, and Janet Gee.

Instructional Highlights:

- **Pre K Team**

Pre-K is finishing up their Pets and Animals unit. In the Preschool 3's program students continue to learn about classifying animals that are pets and expanding their pet related vocabulary. Pre-K 4's spent 21 excitement filled days hatching chicks in their classroom! Students grew their scientific inquiry skills making predictions and observations. At the end of the 21 day incubation period 8 fuzzy little chicks joined our classroom before finding homes with GMS families. While we will miss our feathery friends, we look forward to growing



flowers and observing butterflies during our final unit of the year. Following April Vacation students in the Pre-K 4's classroom will have the opportunity to return to school in person 4 days per week.

- **Kindergarten Team**

The kindergarten is very excited that the playground is open again. We have been taking advantage of the nicer weather to do some outdoor activities. Such as going outside to draw the weather, writing with chalk, erupting a volcano that the class made and just spending more time outside. The kindergarten classes have been working on addition and subtraction in math. We have also been working on writing numbers, some of us

can get all the way to one hundred. The kindergarten pen pals have been a huge success. The students are really enjoying getting letters from each other.

- **Grade 1 Team**

In reading, our first graders will be working on our fifth unit in Language Arts when we return after vacation. Along with improving our reading fluency, we have also been focusing on our writing skills. Time has been spent on how to correctly write narratives. Some of the students are writing stories about their first grade memories. Those stories will be published into class books for families to enjoy! Author studies on Jerry Pallotta and Mo Willems have been enjoyed by some of the classes. In math, our students are doing a great job using what they have learned about hundreds, tens and ones to solve daily mental math equations. They are also continuing to focus on learning both their addition and subtraction facts. One of the tools we have been using to learn our math facts from memory is xtramath.org. We will be continuing to learn about telling time to the hour and half hour as well as balancing addition and subtraction equations throughout the month of May. In science, we are learning how we can use light and sound to communicate over distances. Some of the classes completed planet projects and presented them to their classmates. During our Social Studies lessons, we have been learning how to find states and oceans on a map. Everyone has enjoyed learning how to use our brand new Chromebooks! The students are having fun learning different Google tools to use to help when explaining their understanding of a certain topic.

- **Grade 2 Team**

The second graders recently completed Unit 5 of the Harcourt Language Arts series. This puts us on-track to complete the series by the end of Grade 2. We recently assessed fluency, accuracy, and comprehension in oral and silent reading, as well as skills in the areas of phonics, grammar, and vocabulary. We have been focusing on improving descriptions and the use of adjectives when writing informational articles, personal narratives, and arguments. In Math, the students recently completed a unit working with place value, patterns, and comparisons of numbers to 1,000. We will be moving on to the *measurement* unit when we return from April break. Many classes recently completed a Mystery Science unit entitled 'Works of Water', where we developed the idea that water is a powerful force that reshapes the earth's surface. In Social

Studies, many classes have begun working on concepts related to Economics, such as needs vs. wants and producers/consumers.

- **Grade 3 Team**

The third grade classes are finishing up our unit on economics. The students have learned to distinguish between needs and wants, and recognize that not all wants can be satisfied. The classes discussed how and why people make choices about spending the money they earn. The students learned the difference between consumers and producers, and to identify between goods and services We also learned about supply and demand, and how this affects prices. Finally, the students learned that the world of work offers many different kinds of jobs. People can use their various talents and strengths to specialize in a career that they enjoy. By working together with others we can get the job done.

- **Grade 4 Team**

The fourth grade has been working hard this month! All classes successfully dissected squid for our classifying animals unit in science. It looked a little different this year. Each student got their own squid instead of working in groups! They were so excited and did an excellent job! They even got to write their name with the pen that is inside the squid using ink from the ink sack in their own squid! We have also been using our chromebooks much more now that every student has one. We have been learning about and using Jamboard which is a Google tool. In writing the 4th graders have been researching a famous person from NH. They took notes on notecards using internet sources and transferred that information to an outline. After they had their detail sentences in their outline they worked on adding topic and conclusion sentences. They did a great job! We are now working on typing these up. The final part of their research project is to make a WeVideo on their famous NH person. They learned all about WeVideo in library class, so they put their skills to work in here to extend their knowledge to writing. In math we finished up our long division unit and moved on to line plots. We will be starting fractions after April vacation. We also welcomed most of our remote students back into the classroom. It is really nice to have most classes together again. Learning looks very different with all students in one classroom and it has been nice to have some feeling of normalcy back. We are really looking forward to all the exciting 4th grade things to come in the upcoming months!

- **Special Education**

- All Case Managers and OT's are either fully vaccinated or will be by May 1st.
- Case Managers are finishing up Extended School Year determinations.
- A few case managers are attending virtually a conference on May 20th :
Diagnoses and Decisions: Navigating Professional Roles in Special Education
Eligibility Decisions
- Interviewing for School Psychologist District Wide
- Special Education Case Manager is retiring and we have an opening. Grade levels to be determined.
- We have had an OT intern who will be finishing her rotation in May.

- Kurt Gerger from Boothby has been a tremendous help in conducting Cognitive evaluations with the influx this year and with having Marie out for a period of time.

Program Update:

- Field Day prep is underway. Melissa Girzone and Sandra MacMullin will join the meeting to review the outlook and planning for the day
- School Mission and Vision Work- The School Leadership team has begun their work on creating a Mission and Vision for GMS. This work began a few months ago with the asking of a few basic questions. This process will now take a few months to complete starting with the work the leadership team will complete and then extending out to the staff, students, families, and communities. [HERE](#) is a slideshow presentation of the work and process. The goal of this work is to create a mission that centers the work that is done and GMS and decisions that are made, as well as a vision that will guide
- The hiring process is beginning. Committees have been formed and interviews are being scheduled for the vacant positions of School Nurse, Music Teacher, and Case Manager. These are unique positions in the school so creating committees that will find us the best replacements was of the utmost importance.

Upcoming Events:

- May 31, 2021 - No School - Memorial Day
- June 14, 2021 - Relay Recess
- June 15, 2021 - Fourth Grade Recognition Day
- June 16, 2021 - Field Day
- June 17, 2021 - Last Day of School - Anticipated



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBBB

APPROVAL:

STUDENT ACCIDENT REPORTS

In the event of an accident on school grounds while school is in session or during a school-related activity/event, the school district employee who witnessed or first responded to the accident must advise the school nurse or building administrator within 24 hours of the accident or the next regularly scheduled school day. The Nurse, or in his/her absence, the building administrator, or District athletic trainer, shall make a determination if further medical attention is necessary.

An accident report shall be filled out and filed with the Nurse, or in his/her absence the building administrator, within 24 hours or the next regularly scheduled school day for all accidents that are determined to require further medical attention.

The Nurse, or in her absence the building administrator, shall forward the accident report to the SAU office. A copy is kept by the SAU office and, if necessary, a copy is sent to the District's insurance carrier.

In the event an incident occurs involving the use of an Automated External Defibrillator (AED), the School Nurse, or his/her designee, shall report all instances of the AED use with the New Hampshire Department of Safety. (These incident report forms may be found in the District Policy Manual under Policy GBGBA, Use of AED's, and GBGBA-R, AED Procedures, or at the State of New Hampshire Department of Safety's website, www.state.nh.us/safety/ems/aed_public_registry_packet.pdf.)

The procedures for accidents and accident reporting are to be reviewed in September by the Principals, with the faculty and staff of each school.

Legal Reference:

RSA 200, Health and Sanitation

NH Code of Administrative Rules, Section Ed. 306.12(b)(1), School Health Services

NH Code of Administrative Rules, Section Ed. 311, School Health Services

See Also: Use of AED's Policy & Procedures (GBGBA/GBGBA-R)

Approval:

Amended: August 12, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCC

APPROVAL:

BOMB THREATS

The Litchfield School Board recognizes that bomb threats are a significant concern. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff, as well as to school property.

No person shall make or communicate, by any means, a threat that a bomb has been or will be placed on school premises.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. In the event a bomb threat is made, the following steps shall be followed:

The Superintendent or his/her designee shall call for an immediate evacuation of the school or buildings.

Simultaneously, local law enforcement authorities shall be notified.

An investigation of the threat should be made by local law enforcement authorities or applicable state department.

Any decision to re-enter the school or buildings shall be made by the Superintendent or his/her designee and only after such clearance has been given by the appropriate emergency personnel or agency.

Making a bomb threat is a crime. As such, any person found to have made a bomb threat will be subject to arrest and prosecution according to state law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to appropriate disciplinary action and potential civil liability.

Legal Reference

RSA 664, Breaches of the Peace and Related Offenses

Approval:

Approval: September 27, 2006



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCD

APPROVAL:

EMERGENCY CLOSINGS

The Superintendent shall establish criteria and procedures for emergency closings of the schools.

Students, parents, and staff shall be informed early in each school year of the procedures that shall be used to notify them in case of emergency closings, whether action is taken before or during school hours. If there is a change in procedures during the school year, parents shall be notified as soon as possible.

When schools are closed for emergency reasons, staff members shall comply with direction provided by the Superintendent regarding reporting for work.

Approval:

Approval: March 4, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCE

APPROVAL:

SCHOOL CLOSINGS

No school, office, or system event cancellation or delay shall be made without the direct authorization of the Superintendent of Schools or designee.

Announcements: When the Superintendent, or designee, decides it is necessary to delay opening or close any facility or school, or cancel any school event, he/she shall initiate all related communications to the students, staff, and general public by radio, television, website, or other available means.

Delayed Opening of Schools: The Superintendent, or designee, may delay the opening of schools upon determining that road conditions are extremely hazardous during the regular early morning hours, but that travel conditions are expected to appreciably improve later in the morning. The public announcement will report the delayed opening, including the cancellation of morning kindergarten, if necessary. Schools and school offices shall end their day according to their regular schedules. After-school activities and events shall not be affected by a delayed opening.

Closing of Schools for the Entire Day: When the Superintendent, or designee, determines that weather or other conditions exist or will develop that would make it unwise to open one or more schools any time during the day, the announcement communicated to radio and television stations shall state that the school district is closed. If school is closed for the entire day, all afternoon and evening programs shall normally be cancelled. The Superintendent or designee may permit after school and/or evening activities on a case by case basis.

Afternoon and/or Evening Program Cancellations: When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the Superintendent, or designee, may decide to cancel afternoon and/or evening programs. Schools and offices should plan and communicate alternate dates and times to hold programs or events.

Weekend Closings: When weather or other conditions are predicted or develop that would make it hazardous to operate weekend programs or events, the Superintendent, or designee, is responsible for decisions regarding cancellations and for notifying the appropriate media.

Early Release: In the event that weather conditions substantially deteriorate during the school day, the Superintendent or designee shall dismiss students earlier than the normal dismissal times. Parents shall be notified through announcements made by radio, television, on the District website, or other available means. In the event of early release due to weather or other conditions, afternoon and evening programs shall normally be cancelled. The Superintendent or designee may permit after school and/or evening activities on a case by case basis.

Students, parents, and staff shall be informed early in the school year of the procedures which shall be used to notify them in case of emergency closings, whether action is taken before or during school hours.

When schools are closed for emergency reasons, staff members shall comply with direction provided by the Superintendent regarding reporting for work.

Approval:

Approval: February 13, 2013



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EC

APPROVAL:

BUILDINGS & GROUNDS PROPERTY MANAGEMENT

Litchfield School District properties shall be maintained in good physical condition: safe, clean and sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The Business Administrator, the District-wide Building & Grounds Coordinator, and the building facility managers shall establish procedures and employ means from time to time as may be necessary to safeguard the district property against loss, damage, or undue depreciation; to recover and restore to usefulness any district property which may be lost, stolen, or damaged; and to do what is necessary to insure the proper maintenance and safekeeping of district property according to the Litchfield School District Facilities Maintenance Plan.

At the building level:

1. The principal shall be responsible for overseeing the school plan and for the proper care of school property by the staff and students.
2. Employees shall be responsible for the safe use of the buildings, grounds, and equipment in the classes which they teach or in the activities for which they are responsible.
3. Employees shall report promptly to the principal of the school or department head any defects in the building, furniture, playground apparatus or other equipment that might prove injurious to the comfort, health, safety of teachers, pupils, or other persons.

*See Also: Litchfield School District Facilities Maintenance Plan
Litchfield School District Safety Plan*

Approval:

Approval: September 8, 2010



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: ECAC

APPROVAL:

VANDALISM

Vandalism is defined as the willful damaging, destruction or defacing of school-owned property. This definition also applies to any deliberate tampering with or misuse of district computer network services or equipment. It shall also include the willful damaging, destruction or defacing of property used by the school district in conjunction with related services such as school buses, on field trips, and other school sponsored events that may occur off-campus.

Students found to have vandalized school property shall face discipline in accordance with applicable Board policies. The Superintendent or Building Principal is authorized to report such acts of vandalism to local law enforcement authorities. The District may proceed with all legal remedies available to it under the law, including criminal prosecution. Additionally, the District may seek financial reimbursement from either the student(s) or the students' parent/legal guardians for such damage caused.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If students have taken part in vandalism, the Building Principal shall:

1. Identify the students involved;
2. Notify the students' parents/legal guardians;
3. Decide upon disciplinary and/or legal action;
4. Take any constructive actions needed to guard against further student misbehavior; and
5. Seek appropriate restitution.

Vandalized items or areas shall be removed or repaired promptly.

Students and community members are strongly urged to report incidents of vandalism and to cooperate with school officials in identifying the individuals responsible for causing vandalism.

*See Also: Memorandum of Understand between the Litchfield School District and the Litchfield Police Department
Safe School Zone Policy
Students' Fees, Fines, & Charges
Students' Acceptable Use Policy*

Approval:

Approval: May 19, 2010



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: ECAF

APPROVAL:

AUDIO & VIDEO SURVEILLANCE ON DISTRICT TRANSPORTATION

Monitoring student behavior on district transportation is paramount to maintaining order, safety and discipline, and protecting students, bus drivers, staff or others who may ride on district school buses.

The Litchfield School Board, in an effort to assist in providing a safe and secure environment for all who ride Litchfield School District transportation, authorizes the installation of audio/video surveillance equipment on all school district buses and vans. Video cameras will be used to monitor student behavior on district transportation. Audio recordings in conjunction with video recordings may also be captured in accordance with the provisions of RSA 570-A:2.

Notification of such recordings is hereby established in this policy and in Policy JICK – Pupil Safety & Violence Prevention Policy (Bullying). The Superintendent or his/her designee will ensure that there are signs prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring.

The Board authorizes the Superintendent to develop and maintain guidelines and procedures for the viewing and storage of recording media.

Compliance

The use of recordings from audio/video surveillance equipment on District transportation shall be subject to the policies of the District including and concerning the confidentiality of student records. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

Management of Surveillance Media

Audio and video recordings from surveillance equipment installed on District-provided transportation shall be retained by the District's transportation contractor. Only in the event of a reported incident on district-provided transportation may an audio or video be reviewed. Any review must be authorized by the Superintendent of Schools or his/her designee. Only the following persons may review audio visual recordings with the Superintendent's authorization: Superintendent's designee, Business Administrator, Building Administrator, Law Enforcement Officers, Transportation Contractor Official.

Only recordings requested by the District for review will be considered District property. All other recordings will remain the property of the District's transportation carrier. Any audio recordings shall be erased, recycled, or destroyed within ten (10) business days from the date of recording. Recordings requested for review by District officials will be retained by the District for such time as is necessary to complete the appeal period for any disciplinary proceedings has expired.

If disciplinary action is taken as a result of an audio or video recording, the parent/guardian of the student subject to discipline may request, in writing within five (5) days of being notified of the incident giving rise to the discipline, the right to review the recordings with appropriate school personnel. Only that portion of the recordings relevant to the discipline may be reviewed. No other personnel shall be entitled to view or listen to recordings without the express written authorization of the Superintendent.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: ECAF

APPROVAL:

Should a recording be requested by law enforcement officers or be confiscated by prosecutorial authorities as evidence in a crime, the District will take reasonable steps to arrange for a copy to be retained by the District.

Legal Reference:

- 20 U.S.C. 1232g, Family Educational Rights and Privacy Act*
- RSA 189:8, Limitations and Additions*
- RSA 189:9, Pupils in Private Schools*
- RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons*
- RSA 200:40, Emergency Care*
- RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed*

See Also: Policy JICK – Pupil Safety & Violence Prevention (Bullying)

Approval:

Approval: June 6, 2007

AUDIO & VIDEO SURVEILLANCE ON DISTRICT TRANSPORTATION PROCEDURES & GUIDELINES

Audio and video surveillance on district transportation shall only be used to promote order, safety and security of students, staff and others who ride on Litchfield School District buses and vans.

Inasmuch as the Litchfield School Board authorizes the use of audio and video surveillance equipment to be used on District transportation, the following guidelines and procedures will be used to implement the Audio & Video Surveillance in District Transportation policy.

Policy Guidelines

While video recordings are routinely used,

- The use of audio/video recordings from surveillance equipment shall be subject to the policies of the Litchfield School District including and concerning the confidentiality of student records, as well as staff personnel records.
- Audio recordings are only authorized provided a reasonable cause has been demonstrated and use is pre-approved by the Superintendent.
- The District shall comply with all applicable state and federal laws related to record maintenance and retention.

Policy Procedures

1. All audio/video recordings will be considered confidential and is to be viewed only on an “as needed” basis as determined by the Superintendent or designee, including but not limited to the Business Administrator, principals, parents, and if necessary, local law enforcement, to serve as an aid in determining and redressing inappropriate student or staff member behavior on District transportation.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: ECAF

APPROVAL:

2. The driver of District transportation is responsible to maintain control of the bus or van and will continue to intervene anytime a student's behavior threatens his/her safety and/or the safety of the other students.
3. The School District Business Administrator will establish the operational schedule of surveillance on school transportation in cooperation with the District Transportation Contractor.
4. Audio or video recordings from surveillance equipment installed on District transportation can only be retrieved by the Transportation Contractor's Local Manager. When a violation of bus conduct occurs, the recordings will be retrieved by the Transportation Contractor's Local Manager and delivered to the School District Business Administrator or his/her designee.
5. The recordings will be reviewed by the following persons only after authorization is granted by the Superintendent: Superintendent or designee, Business Administrator, Building Administrator, Law Enforcement Officers, Transportation Contractor Official. Recordings shall be viewed only in the presence of the Superintendent or his/her designee unless otherwise expressed in writing to the Business Administrator using the Access Request Form prior to the viewing.
6. If disciplinary action occurs as a result of audio or video recordings, the student's parent/guardian, may request, in writing using the Access Request Form to the Business Administrator within five (5) days, to review this information with the appropriate personnel.
7. The Transportation Contractor's Local Manager is responsible for storing all recorded media in a secure location limiting access per District policy.
8. Audio/video recordings that is not necessary for ensuring appropriate discipline will be retained for a period not less than ten (10) days after removal from surveillance devices.

See EEAA

Appendix A: Audio/Video Surveillance Monitoring on School Bus Access Request



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: ECAF

APPROVAL:

LITCHFIELD SCHOOL DISTRICT

AUDIO/VIDEO SURVEILLANCE MONITORING ON SCHOOL BUS ACCESS FORM

The undersigned hereby requests approval to view the following recorded information from

Bus # _____.

Date of Incident: _____

Name of Student(s): _____

Type of recording: _____

Specific data requested: _____

Reason for obtaining this information: _____

Confidentiality Clause

I hereby covenant, warrant and agree that I will not transfer any information to another person, agency, institution or otherwise use the same without the WRITTEN CONSENT OF THE PARENTS or STUDENTS, IF SAID STUDENT IS OVER 18 YEARS OF AGE, unless subject to a subpoena to do so.

Print name and title

Date

Signature

FOR SCHOOL USE ONLY

Date Received: _____ By: _____



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EDC

APPROVAL:

AUTHORIZED USE OF DISTRICT-OWNED MATERIALS & EQUIPMENT

No District equipment shall be used for other than District, school-related, civic, or educational purposes.

The Litchfield School District shall permit school equipment to be loaned to staff members when such use is related to their employment, and to students when the equipment is to be used in connection with their studies or extra-curricular activities.

A written agreement shall be used, which specifies the borrower's responsibility to return the equipment in the condition in which it was received, and his/her financial responsibility for any loss or damage, which shall meet the requirements of all applicable insurance.

Approval:

Approval: September 9, 2009



LITCHFIELD SCHOOL DISTRICT

2ND READING

POLICY CODE: DKA

APPROVAL:

PAYROLL PROCEDURES

All salaries and supplements paid to all full-time and part-time staff members, substitutes, self-funded and adult education program staff, and student workers shall be paid through the Business & Finance Office.

Proper payroll procedures are dependent on staff attendance accounting and on the accurate reporting of actual hours and times worked of part-time and hourly staff. The necessary procedure for this shall be established by the Superintendent, or designee, and carried out by the administrative personnel.

Failure to accurately report attendance, or submitting false time cards are grounds for disciplinary action, up to and including termination, by the Superintendent.

Compensation records kept by the Business & Finance Office shall reflect an accurate history of the compensation and related benefits paid to each employee, and shall meet all requirements of federal and state reporting.

Pay Day Schedule

The Litchfield School District pays salaries on a regular bi-weekly schedule throughout the school year. The District shall offer a direct deposit option to employees. ~~to allow for timely payment should the pay date fall during a school vacation.~~

There shall be no salary advances for any staff member.

Salary Deductions

Salary deductions are allowed. They are subject to federal and state regulations, and the limitation of the financial management system. Authorized payroll deductions include:

- 403(b) Contributions
- Union Dues
- Insurance Premium Contributions
- Voluntary Contributions to the New Hampshire Retirement System
- Health Savings Account

All salary deductions, other than those regulated by federal or state laws, shall be deducted only upon written approval of the employee.

Statutory Reference:

RSA 194-C:4 (II)(a), Superintendent Services

Approval:

Reviewed: 1st Reading, 4/21/2021

Approval: 7/29/2009



LITCHFIELD SCHOOL DISTRICT

2ND READING

POLICY CODE: DKC

APPROVAL:

EXPENSE REIMBURSEMENTS

Litchfield School District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved purchase requisition and such supporting receipts as required by the Business Administrator. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicles has been authorized, mileage payment shall be made at the rate currently set by the Internal Revenue Service.

All travel outside New Hampshire must have the prior approval (written or electronic) of the Superintendent, unless that travel is associated with a specific line item in the Board's approved budget, in which case the appropriate administrator must have approved in writing or electronically.

All expense reimbursement forms must be approved by the employee's supervisor and administrator. In the event that reimbursement is being made for multiple employees on a single receipt, the senior supervisor/administrator must expense that receipt. In no case shall an employee pay for expenses of his/her supervisor.

Employees whose responsibilities require regular purchases outside the purchase order process shall be provided a District procurement card (p-card). Any employee *that issued a p-card, and uses a different (personal) credit/debit card to pay for a purchase*, shall not be reimbursed for such purchase. ~~unless such purchase is not allowed under the p-card procedures.~~ *Employees who are issued a p-card shall not use such card for personal purchases. Only purchases for school district business/operations are allowed under the p-card program.* Any employee who is offered a District p-card, but declines the issuance of a District p-card shall not be allowed reimbursement of any expenses authorized under the p-card procedures. Such purchases must be processed through the District's formal purchase order processing system.

See Also: District Travel Reimbursements (DKCA)

Approval:

Reviewed: 1st Reading, 4/21/2021

Revised: 4/20/21

Approval: 9/9/2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JLCD

APPROVAL:

ADMINISTERING MEDICATION TO STUDENTS

The Litchfield School Board believes that every effort should be made to minimize the administration of medication to students in schools. If it is possible, parents/guardians are urged to administer medication before school and/or after the student returns home. However, should it be necessary for a student to take prescribed medication during school hours, *whether prescription or over-the-counter (OTC)*, the student will be supervised by the school nurse who shall be responsible for administering the medication. If the nurse is not available, the building principal or designee may assist students in taking required medications by making such medications available to the student as needed and observing the student as s/he takes or does not take his/her medication *(NH Nurse Practice Act,; NH Code of Administration Rules Nur 404)*.

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

Medications

(Please note: Medication refers to all drugs prescribed by a licensed physician, advanced registered nurse practitioner, or licensed physician's assistant, as well as non-prescription or over-the-counter drugs (cold/cough medicines, analgesics, aspirin, antacids, ointments/creams, calamine/Neosporin, herbal medications, etc.)

Prescription medication will be administered in school only after receiving and filing in the student's health record the following documentation:

- a written statement from the licensed prescriber detailing the method of taking the medication, dosage, and time schedule of the medication *(NH DOE Rule 311.02 (i)(1))*
- a written authorization from the parent/guardian indicating the desire that the school [nurse] assist the student in taking the prescribed medication *(NH DOE Rule 311.02 (i)(2,3))*

Over-the Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse, may, however, require a licensed prescriber's order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician's assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

All medication must be delivered to the ~~appropriate school personnel~~ *school nurse or principal/designee* 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 will be kept and maintained by the school.



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APPROVAL:

The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by the 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.

To the extent consistent with NH 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.

Students 18 years of age or older, and not under guardianship, are subject to the same rules set forth in this policy with the exception of parent authorizations and responsibilities, which shall be required from such student.

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.

Field Trips & Other 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 nurse's absence, the Principal.

Self-Administration & Administration of Epinephrine Auto-Injectors & 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. Students may also 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 *as prescribed in this policy.*



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APPROVAL:

In unique circumstances, a student may need to possess and self-administer other medications at the direction of their physician. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. After administering such medication, a report must be made by the student to the school nurse for record keeping purposes.

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 as prescribed in this policy.

Written Authorization

All written authorizations by physician and parent/guardian for medications to be administered to students during school hours will be required to be renewed at the beginning of each school year during the student's enrollment.

Non-Prescription Medication Other Uses / Administration Prohibited

Students *No person* shall share *or otherwise administer* any prescription or ~~non-prescribed~~ over-the-counter medication with another student *except as provided in this policy*. Each year the District shall notify students and parents/guardians in writing of these prohibitions (*student handbooks*). Violations will result in appropriate disciplinary action, including but not limited to suspension or expulsion.

Field Trips & Overnight Trips

~~When students participating (or planning to participate) in field trips or overnight trips require medication(s), a responsible adult [or nurse, if feasible] must be designated by the building principal or designee to assist students in taking required medication(s). The appropriate amount of medication(s) must be provided by the students' parents/guardians in the original pharmacy bottle and kept by the designated adult during the trip. Such medication(s) will be made available to the students as needed. The designated adult will observe students as they take or do not take their medication(s), document this information, and submit to the school nurse upon return from the trip in order to be attached to the students' health records.~~

Policy Parameters

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

The Superintendent, *in consultation with the school nurse(s)*, shall be responsible for establishing specific procedures to control medications administered in schools (*e.g. delivery, storage, authorization, record keeping, reporting, etc*). Such procedures can be found in Administering Medication to Students Procedures. *Additionally, and pursuant to NH DOE Rule 311.02(k), each school nurse shall develop and implement building specific protocols regarding receipt and safe storage of prescribed medications.*



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JLCD

APPROVAL:

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 Bronchodilators, Spacers or Nebulizers*
- RSA 326-B, Nurse Practices Act*
- NH Code of Administrative Rules, Ed. 306.12(b)(2), Special Physical Health Needs of Students*
- NH Code of Administrative Rules, Ed. 311.02(d), Medication During School Day*
- NH Code of Administrative Rules, Nur 404, Ongoing Requirements*

Approval:

Reviewed:

Revised:

Approval: January 27, 2010

JLCD-R: ADMINISTERING MEDICATIONS TO STUDENTS PROCEDURES

A. Written Authorizations

Prescription Medications

In order for prescription ~~or over-the-counter~~ medications to be given at school, the following shall occur:

1. The school nurse shall ensure that a written statement from the licensed prescriber containing the following be filed in the student's health record:
 - a. The student's name;
 - b. The name and signature of the licensed prescriber and contact numbers;
 - c. The name, route and dosage of medication;
 - d. Specific recommendations for administration;**
 - e. The frequency and time of medication administration or assistance;
 - f. The date of the order; and
 - g. A diagnosis, if not a violation of confidentiality;

*a diagnosis is necessary as nurses may not dispense medications without one.



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2. The school nurse shall ensure that there is written authorization by the parent and/or guardian that contains:
 - a. A list of all medications the student is currently receiving, as well as the student's complete medical history, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication be documented;
 - b. 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

3. The school nurse shall ensure the authorization or other accessible documentation contains:
 - a. The parent and/or guardian's home and emergency phone number(s); and
 - b. Persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.

Non-Prescriptions/Over-the-Counter Medications

Non-prescription and OTC medications shall be administered only with the written authorization of the parent/guardian. The authorization shall contain the same information, with the same access, as is required relative to prescription medications as prescribed by this policy.

The above procedures will also apply to students who require medication while participating in field trips or overnight trips.

To the extent consistent with NH 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.

Students 18 years of age or older, and not under guardianship, are subject to the same rules set forth in this policy with the exception of parent authorizations and responsibilities, which shall be required from such student.

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:
 - a. The prescription medication shall be in an original pharmacy or manufacturer labeled container;
 - b. The school nurse or other responsible person receiving the prescription medication shall document the quantity of the prescription medication delivered; and



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POLICY CODE: JLCD

APPROVAL:

- c. 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. Parents/pharmacist must measure a single dose of medication 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 - 42 degrees. Emergency medications may be secured in other locations readily accessible only to those with authorization.*

C. Recording Provisions

1. Each school will document the following information regarding medication taken by each student:
 - a. Name of medication prescribed;
 - b. Dose and route of administration;**
 - c. Date and time of administration;
 - d. Signature or initials of adult present;
 - e. Other **noteworthy** comments.
2. Each school shall *develop and maintain a paper or electronic system to document the information required in this section, which shall allow for secure communication of the information recorded in the items prescribed in Section C.* ~~use a secure computerized documentation program (SNAP or other) in which shall be recorded the medication taken by a student and will show: the date, time of administration, the kind and quantity of medicinal preparation, the name of the prescribing physician, and the signature or initials of adult present.~~

If student refuses to take or spills medication, or medication is lost or has run out, such shall be recorded and parents/guardians shall be notified.

Recording cannot be altered; if an error occurs, a line is to be drawn through the entry and correct data recorded in line below and signed.



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~~(5) Such a record shall be available to representatives from the State Division of Public Health and/or State Department of Education upon specific request following FERPA/HIPPA guidelines.~~

~~(6) Each record should be kept in a designated place for a period of time consistent with the New Hampshire Department of Education's records retention schedule.~~

D. Student Health Records

Physicians' written orders and the written authorization of parents or guardians should be filed with the student's cumulative health record and kept for a period of time as determined by the New Hampshire Department of Education's Records Retention Schedule. Health records concerning students who receive special education services should be retained as long as the student is in a special education program and there is district liability for the education of the student.

Records 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).

~~An appropriate medical log for each medication prescribed and taken shall become part of the student's health record.~~

~~The State law (Section Ed. 311.02) forbids any child for any reason to take medication without written permission of the child's Parent or legal Guardian. Permission slips are available in the Nurse's office.~~



LITCHFIELD SCHOOL DISTRICT
PRESCRIPTION/OTC MEDICATION ADMINISTRATION AUTHORIZATION FORM

Student's Name _____ DOB _____
Teacher/Advisor _____ School _____ Grade _____
Name of Medication _____

TO BE COMPLETED BY HEALTH CARE PROVIDER:

Diagnosis/Condition _____

Dose, Route other Administration Instructions _____

Frequency & Time(s) to be given at school _____

Dates to be given _____ 20__/20__ school year or _____

Optional:

If an AM dose is given at home and is omitted, a dose of _____ mg may be given at school after omission is verified by a parent/guardian. School dose may then be given _____ hours later.

Special Side Effects, Adverse Reactions or Contraindications _____

Additional information _____

Licensed Prescriber Signature _____ Date _____

Licensed Prescriber Telephone Number _____

PARENT/GUARDIAN AUTHORIZATION

PLEASE LIST ALL MEDICATION THE CHILD IS TAKING AT HOME (Prescription and over the counter medications) if not a violation of confidentiality

- 1. _____ 2. _____
3. _____ 4. _____

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 _____ Date _____

Signature of parent/guardian _____

Yes ___ No ___ I give my permission for release/exchange of pertinent information by telephone, mail or electronic exchange including fax or e-mail 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.

Signature of parent/guardian _____ Date _____



LITCHFIELD SCHOOL DISTRICT
EPI-PEN MEDICATION ADMINISTRATION FORM (SELF-ADMINISTERED)

Student's Name: _____ DOB: _____

Student's Teacher _____ School: _____ Grade: _____

Parent/Guardian Name: _____ Emergency Tel# _____

Diagnosis/Condition: _____

Please list any other medical conditions requiring medication, if not a violation of confidentiality or if not contrary to the request of parents/guardian to keep confidential: _____

Name of Medication: _____

DOSE to be given at school and ROUTE: _____

FREQUENCY and TIME (s) to be given at School: _____

Should a second dose be given? Y N If so, when _____

Specific recommendations for administration: _____

Contraindications, Adverse Reactions and/or Side-effects of this medication: _____

Severe adverse reactions that may occur to another pupil for whom the epinephrine is not prescribed, should such a pupil receive a dose of the medication: _____

Dates to be given at school OR if all year put school year date: _____

PLEASE LIST ALL MEDICATION THE CHILD IS TAKING AT HOME (Prescription and over the counter medications) if not a violation of confidentiality:

- 1. _____ 2. _____
3. _____ 4. _____

It is my professional opinion that _____ has the knowledge and skills to safely possess and use an Epi-Pen in school and should be allowed to carry and use that medication by himself/herself without supervision.

Lic. Prescriber's Signature: _____ Date: _____

Lic. Prescriber's Name (please print): _____

Business Telephone: _____ Emergency Telephone: _____

PARENT/GUARDIAN AUTHORIZATION

Yes ___ No ___ I give my permission for release/exchange of pertinent information between the school nurse and the licensed prescriber's office by telephone, mail or electronic exchange regarding all of the above medical/ medication information concerning my child.

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

Signature of Parent/ Guardian _____ Date: _____

My child has been instructed in the proper way to use his/her medications and should be allowed to carry and use that medication by himself/herself without supervision and I give my child permission to do so.

Signature of Parent/ Guardian _____ Date: _____



LITCHFIELD SCHOOL DISTRICT
INHALED MEDICATION ADMINISTRATION FORM (SELF-ADMINISTRATION)

Student's Name _____ DOB _____
Teacher/Advisor _____ School _____ Grade _____
Parent/Guardian _____ Emergency # _____
Name of Medication _____

Please list all medications student is taking at home (Prescription and Over-the Counter medications):

TO BE COMPLETED BY HEALTH CARE PROVIDER:

Diagnosis/Condition: _____

Asthma Triggers: _____

Please list any other medical conditions requiring medication, if not a violation of confidentiality or if not contrary to the request of parents/guardian to keep confidential:

DOSE to be given at school and ROUTE: _____

FREQUENCY and TIME (s) to be given at School: _____

Specific recommendations for administration: _____

Special side effects, contraindications and adverse reactions of this medication to be observed for:

Dates to be given at school _____ or _____ 20__ -20__ school year

It is my professional opinion that _____ has the knowledge and skills to safely possess and use an inhaler in school and should be allowed to carry and use that medication by himself/herself without supervision.

Licensed Prescriber Signature _____ Date _____

Licensed Prescriber Telephone Number _____

PARENT/GUARDIAN AUTHORIZATION

Yes___ No___ I give my permission for release/exchange of pertinent information between the school nurse and the licensed prescriber's office by telephone, mail or electronic exchange regarding all of the above medical/ medication information concerning my child.

Yes___ No___ I give my permission for other school personnel to be notified of the medication and any adverse effects.

Signature of Parent/Guardian _____ Date: _____

My child has been instructed in the proper way to use his/her medications and should be allowed to carry and use that medication by himself/herself without supervision and I give my child permission to do so.

Signature of Parent/Guardian _____ Date: _____

Parent will provide backup inhaler to be kept in Health Office: YES___ NO___ _____

Parent initials

ADMINISTERING MEDICATION TO STUDENTS

Category: Priority/Required by Law

*Related Policies: EHB, JLC & JLCE
Related Forms: JLCD-R, JLCD-F1, JLCD-F2 & JLCD-F3*

REVISION/ADOPTION NOTES –

This text box, and all highlights within the policy should be removed prior to adoption.

- (a) *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.*
- (b) **{**}** *indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (c) *Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

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 **{**}**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 Medication will be only be administered in school only after receiving and filing in the student's health record the following:

ADMINISTERING MEDICATION TO STUDENTS

- a. A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in District procedures **{**}**JLCD-R).
 - b. A written authorization from the parent/guardian as provided in N.H. Department of Education Rule 311.02 (i)(2) & (3) (included in District procedures **{**}**JLCD-R).
2. Over-the-Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber's order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician's assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

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 is directed to keep such medications in a 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

ADMINISTERING MEDICATION TO STUDENTS

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.

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.

District Policy History:

First reading: _____

ADMINISTERING MEDICATION TO STUDENTS

Second reading/adopted: _____

District revision history:**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, Space or Nebulizer

RSA 326-B, Nurse Practices Act

N.H. Code of Administrative Rules, Ed. 306.12(b)(2), Special Physical Health Needs of Students

N.H. Code of Administrative Rules, Ed. 311.02(d); Medication During School Day

N.H. Code of Administrative Rules, Nur 404; Ongoing Requirements

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.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: Revised – July 2020, September 2016, September 2015, February 2007

NHSBA revision notes, June 2020, amendments, made with the assistance of the New Hampshire School Nurses Association, included general organization, removal of redundant provisions and clarification of respective authority, and better alignment with other policies; **June 2016,** Amended to reflect enactment of RSA 200:44-a, 200:53-57, all regarding self- administration of certain medications.

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

DISCLAIMER: This sample policy is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. This sample is 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.

PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS*Category: Priority/Required by Law**Related Policies: EHB, JLCD & JLCE
Related Forms: JLCD-F1, JLCD-F2 & JLCD-F3***ADOPTION NOTES –*****This text box, and all highlights within the policy should be removed prior to adoption.***

- (a) *General – As with all sample policies and procedures, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, procedures, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which districts should not change/complete to reflect local personnel titles, policy references, duty assignments etc.*
- (b) **[**]** *indicates a reference to another NHSBA sample policy. A district should check its own current procedures and codes to assure internal consistency.*

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.

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;

PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS

- 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

PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS

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 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

PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS

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”).

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

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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MEDICATION ADMINISTRATION AUTHORIZATION FORM

Student's Name _____ DOB _____

Teacher/Advisor _____ School _____ Grade _____

Name of Medication _____

TO BE COMPLETED BY HEALTH CARE PROVIDER:

Diagnosis/Condition _____

Dose, Route other Administration Instructions _____

Frequency & Time(s) to be given at school _____

Dates to be given _____ 20 /20 school year or _____

Optional:

If an AM dose is given at home and is omitted, a dose of _____ mg may be given at school after omission is verified by a parent/guardian. School dose may then be given _____ hours later.

Special Side Effects, Adverse Reactions or Contraindications _____

Additional information _____

Licensed Prescriber Signature _____ Date _____

Licensed Prescriber Telephone Number _____

PARENT/GUARDIAN AUTHORIZATION

PLEASE LIST ALL MEDICATION THE CHILD IS TAKING AT HOME (Prescription and over the counter medications) if not a violation of confidentiality

1. _____ 2. _____

3. _____ 4. _____

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 e-mail 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.

Signature of parent/guardian _____ Date _____

EPI-PEN MEDICATION ADMINISTRATION FORM (SELF-ADMINISTERED)

Student's Name: _____ DOB: _____

Student's Teacher _____ School: _____ Grade: _____

Parent/Guardian Name: _____ Emergency Tel# _____

Diagnosis/Condition: _____

Please list any other medical conditions requiring medication, if not a violation of confidentiality or if not contrary to the request of parents/guardian to keep confidential: _____

Name of Medication: _____

DOSE to be given at school and ROUTE: _____

FREQUENCY and TIME (s) to be given at School: _____

Should a second dose be given? Y N If so, when _____

Specific recommendations for administration: _____

Contraindications, Adverse Reactions and/or Side-effects of this medication: _____

Severe adverse reactions that may occur to another pupil for whom the epinephrine is not prescribed, should such a pupil receive a dose of the medication: _____

Dates to be given at school OR if all year put school year date: _____

PLEASE LIST ALL MEDICATION THE CHILD IS TAKING AT HOME (Prescription and over the counter medications) if not a violation of confidentiality

- 1. _____ 2. _____
3. _____ 4. _____

It is my professional opinion that _____ has the knowledge and skills to safely possess and use an Epi-Pen in school and should be allowed to carry and use that medication by himself/herself without supervision.

Lic. Prescriber's Signature: _____ Date: _____

Lic. Prescriber's Name (please print): _____

Business Telephone: _____ Emergency Telephone: _____

PARENT/GUARDIAN AUTHORIZATION

Yes No I give my permission for release/exchange of pertinent information between the school nurse and the licensed prescriber's office by telephone, mail or electronic exchange regarding all of the above medical/ medication information concerning my child.

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

Signature of Parent/ Guardian _____ Date: _____

My child has been instructed in the proper way to use his/her medications and should be allowed to carry and use that medication by himself/herself without supervision and I give my child permission to do so.

Signature of Parent/ Guardian _____ Date: _____

INHALED MEDICATION ADMINISTRATION FORM (SELF-ADMINISTRATION)

Student's Name: _____ DOB: _____

Student's Teacher _____ School: _____ Grade: _____

Parent/Guardian Name: _____ Emergency Tel# _____

Name of Medication: _____

Please list all medications student is taking at home (Prescription and Over-the Counter medications):

To be completed by health care provider:

Diagnosis/Condition: _____

Asthma Triggers: _____

Please list any other medical conditions requiring medication, if not a violation of confidentiality or if not contrary to the request of parents/guardian to keep confidential:

DOSE to be given at school and ROUTE: _____

FREQUENCY and TIME (s) to be given at School: _____

Specific recommendations for administration: _____

Special side effects, contraindications and adverse reactions of this medication to be observed for:

Dates to be given at school _____ or _____ **20 -20** school year

It is my professional opinion that _____ has the knowledge and skills to safely possess and use an inhaler in school and should be allowed to carry and use that medication by himself/herself without supervision.

Lic. Prescriber's Signature: _____ Date: _____

Lic. Prescriber's Name (please print): _____

Business Telephone: _____ Emergency Telephone: _____

PARENT/GUARDIAN AUTHORIZATION

Yes No I give my permission for release/exchange of pertinent information between the school nurse and the lic. Prescriber's office by telephone, mail or electronic exchange regarding all of the above medical/ medication information concerning my child.

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

Signature of Parent/Guardian _____ Date: _____

My child has been instructed in the proper way to use his/her medications and should be allowed to carry and use that medication by himself/herself without supervision and I give my child permission to do so.

Signature of Parent/Guardian _____ Date: _____

Parent will provide backup inhaler to be kept in Health Office YES NO _____
Parent initials