



West Hartford Non-Public Schools
Medication Guidelines
2025 - 2026

The West Hartford Non-Public Schools Health Program follows the State of Connecticut Regulations for the Administration of Medication by School Personnel Section 10-212a -10-212a-10. The following is a summary of the requirements for a student to receive medication while attending school or a school activity including participation in a field trip.

1. By State Regulations Section 10-212a-1, Students are **NOT** permitted to carry medications, including OTC medication, during school hours **without** the required medical authorization, **except** for emergency medications when authorized to self-carry.
2. All medication, including over-the-counter medications, to be given to a student during the school day **MUST** be prescribed by a physician, dentist, optometrist, advanced practice registered nurse or a physician assistant. For interscholastic and intramural athletic events **only**, a podiatrist.
3. All **authorization forms** for administering the **standing orders** signed by the Medical Advisor for the West Hartford Non-Public Schools shall be for the **current school year** consisting of July 1 to June 30th, and not to **exceed a 12-month period**, and is required for each school year.
4. **Medication Orders** from an authorized prescriber must include the following: the name of the student, the name of the medication, the dosage of the medication, the route of administration, the time of the administration, the frequency of administration, the indications for medication, and any potential side effects including overdose or missed doses of the medication, the start and end dates **NOT to exceed a 12 month period. Prescriber and parent signature are required prior to administration.**
5. School nurses will **only** administer **FDA approved medications**. No medication shall be kept in school **without** a medication order.
6. All medications **MUST** be transported to and from the school by a parent or responsible adult, be accompanied with prescriber's medical order **AND** delivered in the **original medication container** to the school nurse, or in the absence of a school nurse, a school administrator. The school will store only a 3-month supply of medication at any given time. Students **with** permission to self-carry emergency medications **MUST** have them on their person while in school or on a field trip.



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7. Students can self-carry emergency medications **only** with permission by the medical prescribers and parent. Emergency medications include asthma inhalers and cartridge injectors of epinephrine for diagnosed allergies. This **excludes** controlled drugs. The school nurse must review each situation to determine if all of the criteria for self-administration are met according to 10-212a-4. **The student AND parent must sign the Self Carry Agreement of Accountability.**
8. **Field Trips** – Student who self-carry emergency medications during routine school days **MUST** carry the emergency medication on field trips to be allowed participation in the field trip.
9. School nurses will administer medication or, in the absence of such nurse, an appointed representative identified as “qualified personnel” properly trained in administration of medications in accordance with Section 10-212a-3 of regulations.
10. In the absence of the school nurse, a trained, qualified personnel may give injections, such as glucagon, or administer antiepileptic medications to specific students in order to protect that student from harm or death with authorization from a medical provider, parent or guardian and the school nurse **except** in the case of emergency administration of epinephrine and an opioid antagonist such as naloxone (see #12 below).
11. Storage of medication, except for emergency epinephrine, emergency albuterol/inhalers and an opioid antagonist (naloxone), will be in a separate locked cabinet used only for medication. Emergency medications will be stored in an unlocked, clearly labeled and readily accessible container **during** the school day. Controlled drugs will be stored in a separate, double locked box within the designated medication cabinet. **All** medications will be locked at the end of the school day **except** the opioid antagonist which will be stored in the school’s AED case.
12. For the purpose of **emergency first aid** while on school grounds and during designated school hours, the school nurse, or in the absence of the school nurse, a qualified school employee who have completed the training required by Section 10-212a, **may** administer epinephrine to students who experience allergic reactions and/or administer an opioid antagonist (naloxone) for an opioid overdose but **do not** have prior written authorization of a parent or a qualified medical professional. The parent/guardian of a student may submit, in



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writing, to the school nurse a notice that epinephrine and/or an opioid antagonist shall not be administered to such student.

13. Discontinued or extra medication not picked up by an **adult will be destroyed** after **one week**, once notification is given, in the presence of one witness. Controlled drugs will be destroyed in accordance with Section 21a-262-3 of Regulations of the Connecticut State Agencies.
14. **Nebulized breathing treatments are NOT recommended in school.** All respiratory inhalers are **encouraged** to be used in conjunction with a spacer device.

School Readiness Programs and Before-and-After School Programs

For **school readiness programs and before-and-after school programs**, Section 10-212a-10, the designee to administer medications is the **director or lead teacher** who have been trained in the administration of medication.

- a. All medication-trained givers may administer emergency medications **only** to students with a documented **medically-diagnosed condition** which may require prompt treatment to protect the student against serious harm or death. All other medications (non-emergent) will **not** be administered in the before and after school program.
- b. Emergency medication administration will require the written order of an authorized prescriber and parent/guardian signature.
- c. All medications **must** be handled in accordance with regular school day regulations. All medications shall be **stored at the site** of the before and after-school program location. In the event that it is not possible for the parent or guardian to provide a **separate supply** of medication, the medications will be stored and locked in the school health office accessible by the designated individual.