



NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS
DEAN OF STUDENTS

7 June 2022

Memorandum For: Cadets and Parents/Guardians

Subject: Policy #4 Storage, Handling, and Distribution of Prescription Medications

1. The purpose of this policy is to identify how prescription medications brought to campus by cadets and those provided by New Mexico Military Institute (NMMI) Infirmary are handled and dispensed. During each Academic Year, the Infirmary is staffed 24 hours a day.
2. Routine medications brought to campus by cadets:
 - a. Medications that have been prescribed by a cadet's personal physician, or at the discretion of the Provider and the Health Services Administrator, must be brought to the Infirmary for turn in. Medications available over-the-counter (see attachment) must also be brought to the Infirmary for log-in. **Misuse, abuse, unauthorized possession or sharing of prescription or over-the-counter drugs are a violation of the NMMI Drug Policy, and could result in sanctions up to and including dismissal.**
 - b. Notations about the medication, dosage, and prescriber are made by the Infirmary staff. The cadet reads and signs a statement at the bottom of the Log-In form, indicating that they understand how to take the medication that they will not give or sell it to another person, and that misuse of the medication is grounds for disciplinary action that could result in dismissal. **Expired medications will be destroyed and annotated by the medical staff. MEDICATIONS BROUGHT IN FROM OUTSIDE THE UNITED STATES WILL NOT BE RECEIVED BY INFIRMARY STAFF.** Referrals to local physicians can be arranged to obtain a prescription to replace these medications.
 - c. The Log-In form also states that the cadet understands that any medication prescribed to them while attending school at NMMI must be turned in at the Infirmary. The cadet signs the form and receives a copy to keep with the medication in his/her room. If the cadet is a minor, parental permission must be obtained before the medication can be released to the cadet. **MEDICATIONS NOT TURNED IN AND FOUND IN A CADET ROOM CAN RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL.**
 - d. The CMDT's office is notified daily of any medications missed the previous day. The CMDT's staff will counsel the individual cadet who is out of compliance with his or her medication regimen and follow up with the parent, cadet, and Infirmary staff. Parents or guardians of high school cadets will be notified by Infirmary staff and TLAs regarding non-compliance issues, after 3 consecutive days of missed meds. Failure to take prescribed medications will result in sticks, and possibly require an appearance before a medical review board, ultimately resulting in suspension.

3. Narcotics:

- a. All narcotic medicines are kept locked up in the Infirmary. The cadet is required to come to the Infirmary to take them if he/she is not currently admitted. Besides the obvious abuse potential, it is important for the Infirmary staff to be able to assess the pain level of the cadet and ascertain whether or not the cadet needs to be further evaluated or if the pain is being adequately treated by the current medication and dosage.
- b. When the cadet is healed and no longer needs the narcotic, he/she is asked to come to the Infirmary prior to a break in the semester or at semester end and take the medication home, or the medication is destroyed by the pharmacist.

4. Mood-Altering Medications and Stimulants:

- a. These medications are administered by licensed personnel only on a “watch-take” basis because most of these medications are for ADHD and are strictly controlled by the DEA and New Mexico Board of Pharmacy. Besides the potential for abuse, it is important for the nursing staff to continually assess the cadet and bring to the attention of the prescriber any problems or potential problems noted, such as weight loss, lethargy, or inadequate effectiveness of the particular medication.
- b. A list of cadets taking these types of medications will be made available by the Infirmary staff to Troop Leadership Advisors and Academic Advisors, through the Commandant’s Cadet Counselor, strictly on a need-to-know basis.
- c. The Infirmary staff also notifies the parents if a minor cadet has missed more than three doses, consecutively.

5. Questions regarding this policy should be addressed through the Commandant’s chain of command starting with the cadet’s Troop Leadership Advisor or directly to the Infirmary staff at (575) 624-8235.