



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: November 27, 2024

To: Local Educational Agency Leads, Administrators of Approved Private Schools for Students with Disabilities, Administrators of Nonpublic Schools

Route To: School Nurses, School Physicians

From: Kathy Ehling, Assistant Commissioner  
Division of Educational Services

## **Model Policy and Guidance on Self-Administration of Medication and Delegation of Hydrocortisone Sodium Succinate for Students with Adrenal Insufficiency**

On May 10, 2019, legislation was enacted permitting the self-administration and delegation of hydrocortisone sodium succinate for a student with adrenal insufficiency. This legislation amends P.L.1993, c.308, and supplements chapter 40 of Title 18A of the New Jersey Statutes. It permits self-administration of hydrocortisone sodium succinate by students for adrenal insufficiency and requires that school districts and non-public schools establish a policy for emergency administration of hydrocortisone sodium succinate. Adrenal crisis is a life-threatening event and occurs when the body is unable to produce enough adrenal hormones during times of physical duress.

Based on the requirements of this legislation, the New Jersey Department of Education in consultation with stakeholders including the New Jersey Department of Health and the New Jersey State School Nurse Association has developed the [Model Policy and Guidance for Districts on Self-Administration of Medication and Delegation of Hydrocortisone Sodium Succinate for Students with Adrenal Insufficiency](#).

This guidance document has been developed to assist public school districts and non-public schools in establishing a policy for the emergency administration and delegation of hydrocortisone sodium succinate to pupils with adrenal insufficiency.

### **Key steps/actions**

Each board of education or chief school administrator of a non-public school shall develop a policy in accordance with the guidelines established. Students with adrenal insufficiency are permitted to carry and self-administer prescribed medication for adrenal insufficiency. The policy for the administration of medication to a pupil shall provide that the school nurse shall have the primary responsibility for the administration of the hydrocortisone sodium succinate. The school nurse shall designate, in consultation with the board of education or chief school administrator of a non-public school, additional employees of the school district or non-public school who volunteer to administer hydrocortisone sodium succinate to a pupil with adrenal insufficiency when the nurse is not physically present at the scene. The permission is effective for the school year for which it is granted.

Additional questions may be directed to [healthysch@doe.nj.gov](mailto:healthysch@doe.nj.gov).

c: Members, State Board of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
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