

## **ADMINISTERING MEDICATIONS TO STUDENTS PROCEDURE**

When medication is brought to school for a student, the student's teacher, building principal, nurse or secretary will be made aware that the student will be taking medication. If a child has medication at school without prior notification the parent/guardian will be contacted. Medications should be transported to and from school by a parent/guardian.

Parent/guardian requests to store and/or administer prescription or nonprescription medications to students must be in writing, on a Consent for Medication Administration District Form: JHCD-E1 (RCAS Form 03-232). The Consent for Medication Administration must be completely filled out, signed and dated by the parent/guardian. The Consent for Medication Administration must be renewed annually.

All medications must be stored in a locked medicine cabinet, managed by the school nurse or school personnel trained in medication administration.

Prescription medications to be stored and/or administered must be in a pharmacy-labeled container. The label must specify the student's name, name of physician/licensed health care provider, the date of the prescription and the directions for use. If the dosage of the medication is changed by the physician/licensed health care provider, a new bottle must be received from the parent and a new Consent for Medication completed.

Non-prescription medications to be stored and/or administered should be in the original container. Non-prescription medications must have a Consent for Medication Administration completed.

It is the responsibility of the student to come to the office to take his/her medication.

In addition to the above procedures, secondary students may be allowed to carry nonprescription medication. This will be determined by the principal, school nurse and/or parent.

Any product that could be considered a drug, including "natural remedies", herbs, vitamins, dietary supplements or homeopathic medications will be managed as a prescription medication. These products would require a written order from a physician or licensed health care provider and completion of a Consent for Medication Administration by the parent/guardian.

In accordance with South Dakota Law 13-32-11, any student with asthma or the potential for anaphylaxis may possess and self-administer prescription asthma or anaphylaxis medication while on school property or at a school related event or activity provided the following conditions and authorizations are kept on file in the school office by the school nurse or principal using District Form JHCD-E2. The requirements for self-administration are:

- A. The prescription asthma or anaphylaxis medication has been prescribed for the student as indicated by the prescription label on the medication.
- B. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider.
- C. Written authorization for the student to self-administer prescription asthma or anaphylaxis medication is signed by the parent, guardian or student (if age 18 or older).
- D. Written statement for release of liability for the school district and employees is signed by the parent or guardian.
- E. Written statement from the physician or other licensed health care provider is signed by the physician that states:
  - 1. The student has asthma, potential for anaphylaxis, or both and is capable of self-administering the prescription asthma or anaphylaxis medication.
  - 2. The name and purpose of the medication.
  - 3. The prescribed dosage for the medication.
  - 4. The times and circumstances under which the medication may be administered.
  - 5. The period for which the medication is prescribed.

Upon using the prescribed medication, the student shall notify a teacher, school nurse or the office of the usage. Any student who uses the medication in a manner other than the manner prescribed may be subject to disciplinary action by the school. The disciplinary action may not limit or restrict the student's immediate access to the medication.

The physician or licensed health care provider's statement must be kept on file in the office of the school nurse in the school the student attends. The physician or licensed health care provider's order must be renewed annually.

Adopted: 02/03/11  
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Legal Reference:

SDCL 13-32-11 – Student self-administration of prescription asthma and anaphylaxis medication.

Rapid City Area School District No. 51-4, Rapid City, South Dakota