



Sauk Rapids-Rice Health Services

District Nurses: Amanda Pflipsen, RN, PHN • Sue Cook, RN, PHN
www.isd47.org/departments/health

School Medication Policies

1. School personnel can only give medication (prescription and over-the-counter) with the written consent of parent and or guardian and a written order of a health care provider that is licensed to prescribe. A Medication Consent Form must be filled out and returned.
2. Medication (prescription and over-the-counter) must be brought to school in a labeled container provided by the pharmacy. The label should contain the following information:
 - a. Child's full name
 - b. Name and dosage of medication
 - c. Time and directions for administration
 - d. Health care providers name
 - e. Current date
3. Medications (prescription and over-the-counter) must be brought to school by a parent/guardian or a responsible adult. If there is medication remaining after treatment or at the end of the school year, please make arrangements for it to be picked up.
4. Ask the pharmacist for two labeled containers, one for school and one for home.
5. Mixed dosages in a single container will not be accepted for use at school (for example, 5 mg and 10 mg tablets in the same bottle).
6. All medication administered at school will be kept in a locked box, drawer, cabinet or file (except when a student has permission to carry their medicine with them. See #11 below).
7. A new medication consent form is required:
 - a. At the beginning of each school year
 - b. When there is a change in the dosage or time of administration
 - c. If discontinued medication is restarted
8. Parent/guardian must inform the school in writing when the medication is discontinued.
9. All over-the-counter medication (ex. Tylenol) must also follow the above procedures. Over-the-counter medications must be in the original container with a pharmacy label, clearly stating directions.
10. It is the joint responsibility of the parent/guardian, student and school personnel to see that the medication is given at the right time.
11. Middle and High School Students can carry emergency medicine with them (for example, an asthma rescue inhaler) if they have written consent from parent/guardian and health care provider (including the request for the student to self-carry) and the licensed school nurse has met with the student and checked that they can safely and successfully carry their own medicine.
12. The Licensed School Nurses will write a plan for giving emergency medicines (Epipen, Diastat, glucagon, etc.) after assessing the student's needs, consulting with the parent/guardian and health care provider, and providing appropriate training.

**Sauk Rapids-Rice
High School**
(320) 258-1729
Fax: (320) 258-1738

**Sauk Rapids-Rice
Middle School**
(320) 258-1407
Fax: (320) 259-8909

**Mississippi Heights
Elementary**
(320) 258-1312
Fax: (320) 258-1399

**Pleasantview
Elementary**
(320) 258-1211
Fax: (320) 253-1444

**Rice
Elementary**
(320) 258-1601
Fax: (320) 393-2140

**Early Childhood
Programs**
(320) 255-8910
Fax: (320) 258-1197