

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 528 – Dispensation of Medication for Students

1.0 Purpose

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

2.0 General Statement of Policy

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The district's licensed school nurse, trained health assistant, or a trained designee of the principal/program administrator will administer prescribed medication, except any form of medical cannabis, in accordance with law and school district procedures.

3.0 Administration of Medication

- 3.1 The administration of prescription medication or drugs during the school day and out-of-school time programs/activities requires a completed signed request from the student's parent or guardian. "Parent" for students 18 years of age or older is the student. An oral request must be reduced to writing within two school days.
- 3.2 Prescription medication must be brought to school by the parent or guardian in the original containers labeled for the student by a pharmacist in accordance with the law, and must be administered in a manner consistent with the instructions on the label.
- 3.3 The school nurse will be notified in writing by the parent or guardian when medication must be administered during the school day. A written order signed by a prescribing health professional and the parent or guardian is required for medication prescribed for a period of two weeks or longer. Such orders will be renewed annually and whenever medication, dosage, or administration changes. For medication prescribed for a period of less than two weeks, a written request for administration signed by the parent or guardian is required.
- 3.4 Upon written recommendation of the prescribing health professional and parent or guardian and consultation of the school nurse, a student may be allowed to self-administer and/or self-carry medication.
- 3.5 A student in grades 9 - 12 may possess and use nonprescription pain relief medication in a manner consistent with the labeling if the school nurse has received a written authorization from the parent or guardian permitting the student to self-administer and self-carry the medication. Self-carry medications are epi-pens, inhalers, and nonprescription pain relievers. Such authorizations must be renewed annually. A student's

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privilege to possess and use nonprescription pain relievers may be revoked if it is determined the student is abusing the privilege.

- 3.6 A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
- 3.7 Medications and medical procedures that can be administered to the student appropriately before or after school will be the responsibility of the parent/guardian.
- 3.8 Controlled substances prescribed to students must always be kept in a locked cabinet and will never be carried by a student or self-administered.

Adopted: 2/9/88
Revised: 3/8/16
Revised: 9/27/16
Revised: 11/12/19