

**Administration of Medications to Students**

Students will not be permitted to take medication while at school unless the administration of such medicine is coordinated by the secretary acting under specific written request of the parent or guardian and under the written instructions of the student's physician.

When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parent or 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. 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. 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.

When medication is brought to school for a student, the student's teacher, building principal, and 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.

All medications must be stored in a locked medicine cabinet, managed by the school secretary 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 Administration completed. Non-prescription medications to be stored and/or administered should be in the original container.

It is the responsibility of the student to come to the office to take his/her medication. Any student who uses the medication in a manner other than the manner prescribed may be subject to disciplinary action.

Prescription medication administration may be delegated only to those individuals who have successfully completed the training program as required by Law. No school employee, other than the school secretary, shall be required to be trained by a licensed health care profession for the purpose of being trained in the administration of prescription medication, or shall be required to administer prescription medication, without the employee's prior written consent.

**Legal References:**

SDCL 13-32-10 (Definition of terms regarding self-administration of medication)

SDCL 13-32-11 (Student self-administration of prescription asthma and anaphylaxis medication)

SDCL 13-32-12 (Disciplinary action regarding self-administration of medication)

SDCL 13-32-13 (Applicability of provisions regarding self-administration of medication)

SDCL 13-33A (School health services)

ARSD 20:48:04.01:09 (Training required for delegated prescription medication administration)

**Cross References:**

JHCD-E: Consent for Medication Administration Form

JHCDA: Student Self-Administration of Asthma or Anaphylaxis Medication

JHCDA-E: Authorization for Asthma or Anaphylaxis Self-Administered Medication

JHCDB: Epinephrine Auto-Injectors

Revised: December 2006; July 12, 2010; July 14, 2014