

ACBD-AR (SCHOOL MEDICATION PROGRAM REGULATIONS)

Authorizing Participation

The District shall designate at least one eligible school medication provider to receive all requests to participate in the school medication program. This individual(s) shall be responsible for ensuring that parents/guardians and students are in compliance with all applicable components of the district's policy and law on the school medication program before authorizing participation. This includes, but is not limited to:

1. Completion by the parent/guardian, healthcare provider (if applicable), and student of the Authorization/Parental Consent for School to Provide Medication or Student to Self-Administer Medication form (ACBD-E2).
2. Verification that parent/guardian has satisfied all check-in requirements (ACBD-E3).
3. Compliance with NDCC 15.1-19-16, if the student will self-administer emergency medication covered by this law (ACBD-E4).

The authorizing school medication provider(s) may defer any request to provide medication should such request be incomplete or otherwise noncompliant with district policy or law. The authorizing school medication provider(s) may deny a request to provide medication prohibited by district policy. The authorizing school medication provider(s) may also deny a request to provide medication through a parenteral route except when:

1. The student is required to receive the medication under an IEP or 504 Plan;
2. The school has a medically qualified and eligible medication provider who has agreed to provide the medication; or
3. The parents/guardian has agreed to reimburse the school for the cost of a qualified healthcare provider administering the medication.

The authorizing school medication provider(s) shall consult with administration prior to acting on any request to provide medication through a parenteral route.

Requirements for Providing Medication

All school medication providers are required to provide medication in good faith consistent with medication training and education received, including compliance with all training and education in medication safety, handling and dispensing, student identification, documentation, and sanitation protocols. All school medication providers are required to document all medication provided on the Record of Medication form (ACBD-E7). Failure to complete this documentation may result in the District revoking medication responsibilities.

Medication Incidents or Errors

Medication providers are required to complete a Medication Incident Report (ACBD-E9) for any medication incident or error, including but not limited to:

1. Forgot to document the medication by the end of school day on which the medication was provided;
2. Forgot to give a dose of medication;
3. Gave the medication at the wrong time;
4. Gave the medication by the wrong route;
5. Gave the wrong dose of the medication;
6. Gave the wrong medication;
7. Gave the medication to the wrong child;
8. Student refused a dose of medication.

The form is to be completed as soon as possible after the incident occurred and appropriate response actions/interventions were taken. It must be filed with the building principal. Failure to complete this documentation may result in the District revoking medication responsibilities.

Medication Storage and Disposal

Medication will be stored in the following manner:

1. Inaccessible to students.
2. Separate from staff medication.
3. Protected from sources of contamination.
4. Away from heat, light, and sources of moisture (e.g., not in the kitchen or bathroom).
5. At temperature specified on the label (refrigerated if required).
6. So that internal (oral) and external (topical) medications are separated.
7. Separate from food.
8. In a sanitary and orderly manner.
9. Controlled substances susceptible to theft (e.g., Ritalin) will be stored in a locked container, which shall be stored in accordance with label storage instructions. Administration may consult a pharmacist for a list of such substances.

Administration or designee shall maintain a storage log of all controlled substances kept in locked containers. Administration may also maintain a storage log for all other medication. **Administrators shall not delegate maintenance of such storage logs to school medication providers.**

Medications that are out-of-date or for which parental/medical authorization has expired must be picked up by the parent/legal guardian. A designated school medication provider is responsible for sending such notice to parents/guardians. The notice should contain a reasonable deadline for the parent/guardian to pick up the medication and notification that failure to pick up medication by the deadline or failure to make arrangements to pick up the medication on an alternate date after the deadline will result in the school destroying the medication. Under no circumstances will medication be released to students except medication that a student is authorized to carry. When medications are not picked up by the parent/guardian, they must be destroyed in accordance with government recommendations¹ and that process should be witnessed and documented by the building principal or designee (who shall not be a school medication provider).

Needles and syringes must be disposed of in a manner consistent with appropriate Occupational Safety & Health Administration (OSHA) guidelines.²

Failure of a school medication provider to comply with the above storage and disposal requirements may result in the District revoking medication responsibilities and/or disciplinary action.

Program Review

The District may require medication providers to undergo additional training as needed and may hire a qualified consultant to audit the school medication program periodically.

End of Jamestown Public School District Administrative Regulation ACBD-AR..Adopted 10/20/25

¹<http://www.fda.gov/drugs/resourcesforyou/consumers/buyingusingmedicinesafely/ensuringsafeuseofmedicine/safedisposalofmedicines/ucm186187.htm>

² https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051