

Harrisburg School District	NEPN Code: JHCD
Policy Manual	

## MEDICATION ADMINISTRATION POLICY

### Transportation and Storage of Medication:

#### **Transportation**

K-5: The parent/guardian must deliver the medication to the school and to a qualified staff member. Medication must be in the original and properly labeled container.

6-12: Students shall be allowed to transport medication and chemical/homeopathic substances and compounds. Medications must be in the original and properly labeled container.

#### **Storage**

All grade levels: The qualified staff member will count and document all medication received. This medication will be secured with the qualified staff members having access. Controlled substances will be double locked. Parent/guardian will be informed of unused medications at the conclusion of the school year. If medication is not picked up at the end of the school year, it will be disposed of properly.

### Administration of Medication

#### **Staff Administration**

- Parents must complete and sign the Medication and Treatment Authorization Form in its entirety prior to the administration of any medications. Over the Counter medications may then be administered by a qualified staff member and documented properly. Any prescription or homeopathic medications will also require a physician consent and signature prior to administration. If appropriate use and/or dosage of an OTC medication is questioned by the school nurse it will either not be administered or the nurse, may require a physician statement/signature prior to administration.

#### **Self-Administration**

- K-5: Students in grades K-5 may not self-administer prescription medications (including chemical/homeopathic substances and compounds, including but not limited to natural remedies, herbs, and vitamins) and over-the-counter medications (including cough drops).
- 6-12: Students in grades 6-12 may possess and self-administer prescription medications and chemical/homeopathic substances and compounds, including but not limited to, natural remedies, herbs, and vitamins while on school property or at a school related activity if we have a signed District form from the physician that the students is capable of self-administration. This must include the name and purpose of the medication, prescribed dosage, the times/circumstances this medication may be taken, and the period of time this medication is prescribed. Possession is limited to the dose necessary during the school hours or event for one day.
- Over-the Counter: Students in grades 6-12 may possess and self-administer OTC medication if parental consent is updated annually on the student annual health record.

**Asthma or Anaphylaxis:**

In accordance with SDCL 13-32-11-

Student self-administration of prescription asthma and anaphylaxis medication: Any student with asthma or anaphylaxis may possess and self-administer prescription medication while on school property or at a school-related event or activity if:

- (1) The prescription medication has been prescribed for that student as indicated by the prescription label on the medication;
- (2) The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
- (3) A parent of the student provides to the school:
  - (a) Written authorization, signed by the parent, for the student to self-administer prescription medication while on school property or at a school-related event or activity;
  - (b) A written statement, signed by the parent, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;
  - (c) A written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:
    - (i) The student has asthma or anaphylaxis or both, and is capable of self-administering the prescription medication;
    - (ii) The name and purpose of the medication;
    - (iii) The prescribed dosage for the medication;
    - (iv) The times at which or circumstances under which the medication may be administered; and
    - (v) The period for which the medication is prescribed.

The physician's or provider's statement must be kept on file in the office of the school nurse of the school the student attends or, if there is not a school nurse, in the office of the principal of the school the student attends.

Harrisburg School District	NEPN Code: JHCD Page 3 of 3
Policy Manual	

**Misuse of All Medication**

Students are prohibited from transferring, delivering, or receiving any medication to or from another student. All violations will result in confiscation of the medication and subject to discipline in accordance with the District’s policy. Students who use medication for purposes other than for its intended use will be disciplined and will no longer be allowed to carry and self-administer medications.

**Definitions**

- **Medication:** All prescribed medications, over-the-counter medications, and chemical/homeopathic substances and compounds that act to aid in a person’s health or well-being or to treat disease.
- **Over-the-Counter:** Non-Prescribed medications
- **Chemical/Homeopathic substances and compounds and Natural Remedies, herbs, and vitamins:** These drugs are not tested by the US food and Drug Administration for safety of effectiveness. This lack of safety information limits their appropriate use in the school setting. In accordance with the American Academy of Pediatrics Policy Statement-“**Alternative medications, such as herbal or homeopathic medications, are not tested by the US Food and Drug Administration for safety or effectiveness. Lack of safety information for these medications limits their appropriate use at school. State and district medication policies should be used for alternative medications. These medications should never be administered without a written physician order. State and district policies should also address experimental medications and medications administered at doses in excess of manufacturer guidelines.**”
- **Self-Administration:** Student taking any medication without supervision or intervention of a school nurse/qualified staff member. This would be after student was given the approval to do so.
- **Emergency/Urgent:** An illness or allergic reaction that requires immediate response and if left untreated could lead to loss of life.
- **Qualified Staff:** A licensed nurse (LPN or RN) or an unlicensed assistive personnel (UAP) with a minimum of a high school education or equivalent who has completed the required training.

Adopted:

Revised: