

Dell Rapids School District #49-3



Policies and Regulations Code: JHCD-R – Students

JHCD-R MEDICATION/PHYSICIAN-PRESCRIBED SERVICES

Services such as medication and tube-feedings will be provided at school when the administration has determined that it is necessary and appropriate for the District to provide. The following rules shall apply:

- Medical diagnosis and treatment of illness are not the responsibility of the District and shall not be practiced by school personnel.
- School personnel shall not provide aspirin, Tylenol, or any other medication to students. Trained school personnel may, however, provide as-needed emergency medications, such as a rescue inhaler, Epi-Pen, or Glucagon injection to a student in distress.
- At the elementary school, all medications, including over-the-counter drugs, shall not be supervised or kept in the nurse's office unless directed by a physician.
- Medications shall be stored in a locked location provided for medication storage.
- The parent shall identify students requiring medications at school to the proper authorized school personnel.
 - A completed "Request and Authorization for Medication or Physician-Prescribed Service" form shall be submitted to the school office. This form must be completed for each medication to be given at school. The form must be updated annually or with any changes in medication dose or time to be given.
 - Medication shall be brought to school by the parent in the proper pharmacy-labeled bottle, including the student's name, medication name, dosage of the medication, and physician name. Over-the-counter medications must be stored in their original medication-labeled bottle as purchased.
 - The administration of medication shall be supervised and recorded immediately after being administered by the school nurse or trained school personnel as delegated and supervised by the school nurse.
 - At the middle school and high school, students may be responsible for their own medication and self-administration. Parents shall send only the medication needed for the day with the student, and the student must carry this medication on his/her person. Exception: Students shall not carry controlled substances, such as Ritalin, Focalin, Adderall, Clonidine on their person. If these medications need to be taken during the school day, they must be turned into the nurse's office and stored in a locked location provided for medication storage; a Request and Authorization for Medication form must be completed for each medication stored in the nurse's office.
 - Students may carry their own emergency medications, such as a rescue inhaler, Epi-Pen, or Glucagon injection with a completed Request and Authorization for Medication form.
 - In specific situations, the school nurse, and only the school nurse, shall take a telephone order from a physician or parent per the school nurse's professional judgment. The telephone order and the action taken or not taken will be documented by a written summary in the student's Nurse's Notes.

- All medications not picked up by the last day of school will be destroyed unless prior arrangements have been made by the parent contacting school personnel.
- The need for other physician-prescribed services shall be reported to the principal and school nurse.
- For physician-prescribed services other than oral, topical, and inhalation medications, services provided will be documented by a written summary in the student's Nurse's Notes.
- Recording forms for physician-prescribed services will be retained at school in the nurse's office for one year and then destroyed.
- Records for services reimbursed by Medicaid will be retained for six years.

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 \(School health services\)](#)

Adopted: 02/1998

Reviewed: 08/2002

Revised: 09/2002

Revised: August 11, 2014