

ADMINISTERING MEDICINE TO STUDENTS

Administering Medicine to Students

It is East Dakota Educational Cooperative Board's position that medicine on school property and the taking of medicine by students during school hours must be carefully monitored so as to safeguard students. In those cases where medicine administration is prescribed by a physician to be necessary during school hours, the following procedures will be followed:

1. A parent/guardian must deliver the medication to the school nurse or qualified staff member. Students shall NOT transport prescription medication, chemical/homeopathic substance and compounds, including but not limited to natural remedies, herbs and vitamins from home to the school nurse or qualified staff member (unless indicated otherwise through a medical care plan written by Teachwell eCARE nursing services).
2. A parent/guardian requesting their child take medication during school hours will submit a Parent/Guardian Authorization for Student to Self-Administer Medication(s) form to the school nurse or qualified staff member.
3. All medication must be in the original prescription bottle, which must be properly labeled with the student's name, prescribing physician's name, directions, and medication name as prescribed by law.
4. The prescription will be documented and counted by qualified staff upon delivery from the parent/guardian.
5. All medications given on a regular or long-term basis will have a daily record kept, with documentation of administration by the person giving the medication.
6. Received medications will be secured with only qualified staff members allowed access to the medication. Controlled substances will be double locked.
7. Students will be expected to be responsible for coming to take their medication(s) at the designated time and location.
8. Any unused medication will be returned to the parent/guardian at the end of the school year. If medication is not picked up, the medication will be disposed of properly.
9. Any student required to carry medication will be supported by a medical care plan written by Teachwell qualified staff.
10. No over-the-counter medicines will be supervised, kept in the school office or dispensed by school personnel unless prescribed by a physician and accompanied by a written order.
11. All orders for medication must be renewed by the student's physician, **annually**.
12. Parents/guardians are responsible for refills. Parents are urged to keep track of the time frame for needed refills.

13. 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 students to disciplinary action. 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 medication.

Special Rules for Administering Medical Cannabis in School

Any request to administer a student medical cannabis will require the following:

- The student must be a medical cannabis cardholder;
- a copy of the valid medical cannabis card must be on file with the school;
- only the registered designated caregiver(s) shall administer medical cannabis to the student;
- only non-smokable medical cannabis may be administered;
- Medical cannabis is not allowed to be stored on school property.

All documentation required in South Dakota Administrative Rule must be on file with the school prior to the administration of medical cannabis on school property.

Students attending East Dakota Educational Cooperative Schools which are housed within residential facilities will be subject to medicine administration policies of the facility.

Policy Adopted: January 19, 2005
Revised: August 19, 2021