

MEDICATIONS

The Board discourages the administration of medicine during school hours. The board recognizes, however, the need for dispensing medications to some students during school hours. It is the 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.

1. In those cases where medicine is prescribed necessary by a physician during school hours, a medication order form must be signed by a physician (includes any person authorized to prescribe medications in the State of South Dakota), stating the name of the medication, the medical diagnosis, specific time and dose to be taken at school, and possible adverse reactions. A parent signature will also be required on this form. All prescription medications must be sent in pharmacy labeled containers with student's name, prescribing physician's name, directions, and medication name.
2. School personnel will not provide any non-prescription medications. School personnel will only dispense or supervise non-prescription medications that have been provided by the parent. A permission form must be signed by a parent stating the medication's name, dosage, times to be taken and any side effects. This form may be obtained on the district web site, at the principal's office, or from the school nurse. The medication must be in its original container. Any non-prescription medication taken daily for two weeks or longer will require a physician's signature.
3. Any request to administer or permit a student to carry any substance for relief of a condition or symptom, or prevention of a health-related condition will be regarded as a medication request. Any alternative, homeopathic, or complementary medication taken daily or as needed will need a physician's signature. If a physician refuses to sign the administration form, the parent(s) will be responsible for administering the medication(s) to their child.
4. It is the responsibility of the student to come to the nurse's office to take their medication.
5. Only nurses or trained personnel will give medications to students.
6. Medicine is kept in locked cabinets. Accurate records are kept on students receiving medication.
7. All prescription medication orders must be renewed by the student's physician annually.
8. All prescription and non-prescription medication must be accompanied by proper forms indicating directions for dispensing and parental permission. These forms will be kept in building principal's office and nurse's office.

9. Parents are responsible for refills. Parents are urged to keep track of time frame for needed refills.
10. The board strongly warns parents against sending controlled substances in book bags with students. In doing so, parents accept any and all responsibility for their actions.
11. Any student with prescribed emergency medication such as glucagon, epi-pen, etc., will be required to provide the nursing staff with medication for emergency use throughout the school year. A student involved in extra-curricular activities must also provide additional medication for the personnel who will be responsible for the student before or after regular school hours. Students in the Early Childhood Program through the 8th grade will have the location of their emergency medications supervised by staff personnel on all school and extra-curricular activities. Students in grades 9-12 will be expected to be responsible for providing and informing school personnel of the location of any emergency medications before or after school hours.
12. All teaching and secretarial staff will receive annual epi-pen training. Those staff with direct contact with diabetic students will also receive annual diabetic education and glucagon administration training.

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