

**ADMINISTERING MEDICATION TO STUDENTS**

The following procedure must be followed for students to receive any type of medication (including all over-the counter (OTC) medications) during school hours:

1. Sheridan County School District No. 2 Authorization for Administration of Prescription Medication form (JLCD-E1) must be completed by a parent/legal guardian, and presented to appropriate school personnel (school nurse, school secretary, school principal, or his/her designee) prior to the administration of any medication. All medication must be presented to the school in its original container. School personnel may refuse to administer any prescription or other medication that is not in its original container.

Medication prescribed by a licensed healthcare provider must be in its original container, provided by the pharmacy, when presented to the principal or his/her designee with the required form (JLCD-E1) signed by the parent/legal guardian. School personnel may seek a medical opinion or advice pertaining to situations in which they are asked to administer medications.

2. Sheridan County School District No. 2 Authorization for Administration of Over The Counter Medication form (JLCD-E2) must be completed and signed by a parent/legal guardian in order for school personnel to administer over the counter medications.

Parents/Guardians may come to school and administer medications to their child at appropriate times.

3. Except as otherwise allowed in this policy, students must take all medication (including over the counter medications) in the presence of designated school personnel.

4. Students not following the above guidelines will be subject to school disciplinary procedures.

5. School personnel reserve the right to review all requests for administration of medication during school hours.

6. All medication will be stored in a designated area that is to remain locked when not in use. Before the end of the school year, the parent/legal guardian should pick up any leftover personal medication from the school. Medications not retrieved within five (5) calendar days of a student withdrawing from that particular school or the end of the school year will be discarded in an appropriate manner.

7. It shall be the responsibility of the student to come to the office to get the medication. The school district is under no obligation to seek out the child should he/she forget.

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8. Notwithstanding the foregoing, students are permitted to possess and self-administer within any school of the district medication required for potentially life threatening conditions if a written statement is submitted to the district containing applicable:

- (i) Parental verification that the student is responsible for and capable of self-administration and parental authorization for self-administration of medication required for potentially life threatening conditions; and
- (ii) Health care provider identification of the prescribed or authorized medication required for potentially life threatening conditions and verification of the appropriateness of the student's possession and self-administration of the medication required for potentially life threatening conditions.

The written statement shall be in the form set forth in JLCD-E1, and shall require the signatures of the parent or guardian of the student and the student's physician or physician's representative.

As used in this subsection:

- (i) "Asthma medication" means prescription or nonprescription inhaled asthma medication;
- (ii) "Potentially life-threatening conditions" includes, but is not limited to asthma, food allergies and insect bites;
- (iii) "Medication required for potentially life-threatening conditions" includes, but is not limited to asthma medication and prescription single dose epinephrine pens.

9. Principals and principal designees must be instructed by the school nurse how to properly administer medications, AND must pass the Administration of Medication test with 100% accuracy.

10. Authorization for Administration of Prescription Medication and Release of Liability (JLCD-E1) and Authorization for Administration of Over the Counter Medication and Release of Liability (JLCD-E2) must be renewed each year.

Reference: W.S. 21-4-310

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