



Aberdeen Catholic School System

Regulations Prescription Medications 008.44R

REGULATIONS: PRESCRIPTION MEDICATIONS

1. The principal of each school shall designate the staff member who will have the responsibility to implement the guidelines of this policy. These staff members will be given appropriate training.
2. Prescription medications brought to school shall be in pharmacy-labeled containers, including the student's name, the name of the drug, dosage to be taken, name of the physician, and the date of the prescription. The parent needs to complete the "Parent Request for Assistance with Medication Form." In the event that written permission is not received from the parent, medication will be given for one day only, upon telephone consent.
3. All prescription medications must be brought to the Principal's Office of the school, placed in custody of the principal and stored in a locked location unless a physician directs otherwise.
4. It is the responsibility of the child to come to the office to take the medication. The child shall be supervised by trained school personnel when taking medication.
5. A "Daily Medication Record Form" shall be maintained. Recording should be done immediately after medications have been taken.
6. Each school shall maintain the "Parent Request for Assistance with Medication Form" and the "Daily Medication Record Form." Parent request and recording forms will be retained for a year and then destroyed.
7. Secondary Level: On the secondary level only, principal judgment will be used to determine whether the student is allowed to personally carry the medication or if it should be stored when not in use. The principal maintains the right to discontinue the privilege if the student is abusing the intent of this regulation.

REGULATIONS: NON-PRESCRIPTION MEDICATIONS

The school discourages the use of non-prescription, over the counter medication at school. Whenever possible, non-prescription medication should be given at home.

School personnel shall not provide medications for student use.

Elementary

Students shall be allowed to take non-prescription medications providing the following are met:

- A. Non-prescription medication shall be brought to school in the original container, including the student's name, name of the medication, dosage to be taken and time schedule for self-administration.
- B. Non-prescription medication shall be accompanied by written permission from the parent requesting that the child be allowed to take the medication. In the event that written permission is not received from the parent, medication can be taken for one day only, upon telephone consent.
- C. All non-prescription medication must be placed in the custody of the principal and shall be stored in a locked location.
- D. It is the responsibility of the child to come to the office to take the medication. The child shall be supervised by trained school personnel when taking medications.
- E. A daily medication record shall be maintained. Recording should be done immediately after medications have been taken.
- F. Each school shall maintain the "Parent Request for Assistance with Medication Form" and the "Daily Medication Record Form." Parent requests and recording forms will be retained for a year and then destroyed.

Secondary

On the secondary level only, students will be allowed to personally carry non-prescription over the counter medication, providing it is in the original container.

The building principal maintains the right to discontinue the privilege if the student is abusing the intent of this regulation.

Reference: SDCL 36-9-Nurse Practice Act

ABERDEEN CATHOLIC SCHOOL SYSTEM

PARENT REQUEST FOR ASSISTANCE WITH MEDICATIONS

I authorize the Principal/designee of the _____ School to assist my child, _____ Grade _____ with the following medication(s) as directed below:

DAILY MEDICATIONS:

Medication	Dose	Time Given

AS NECESSARY MEDICATION:

Medication	Dose	Time Given

As is necessary to control _____ Symptoms

but no more that every _____ hours.

OTHER DIRECTIONS OR INSTRUCTIONS TO BE OBSERVED:

.....

The medication shall be provided in a bottle showing the name of the pharmacy, student’s name, physician’s name, and the dosage of the medication to be given. I will notify the school if the dosage changes and will bring a new prescription bottle within 24 hours.

I absolve the school personnel of all responsibilities for any unforeseen development or reaction attributable to the administration of the above named medication. **It is the responsibility of the child to take his/her medication.**

I understand that I am responsible to pick up unused medication on or before the last day of school or one week after the last dose is give. If the medication is not picked up it will be destroyed.

(Date of Authorization)

(Parent/Guardian Signature)