

**I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at NWSISD programs or activities.

**II. GENERAL STATEMENT OF POLICY**

NWSISD acknowledges that some students may require prescribed drugs or medication during their participation in NWSISD programs and activities. NWSISD's trained staff will administer prescribed medications in accordance with law and NWSISD procedures.

**III. REQUIREMENTS**

A. The administration of prescription medication or drugs during a NWSISD program or activity requires a completed signed request from the student's parent as well as the appropriate prescription label, which is to be provided to the school nurse of the student's home district. If that member school district's policy allows, the student's home school district's nurse may rely on an oral parent request for up to two school days, after which a written authorization is required. However, the written label must be provided as required by law before the administration will be done.

The student's home school district's nurse shall provide written approval for NWSISD staff to administer the prescribed medication or drugs.

B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. The student's home school district, in accordance with their policy, shall be responsible for receiving and maintaining the form.

C. Prescription medication must come to the NWSISD program or activity site in the original container labeled for the student by the pharmacy in accordance with law, and will be administered in a manner consistent with the label.

D. The student's home school district's nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

E. Prescription medications are not to be carried by the student, but will be left with the appropriate NWSISD personnel, except as noted in a written agreement between NWSISD and the parent or as specified in an IEP (individual education plan) or IHP (individual health plan).

F. The student's home school district must be notified immediately by the parent or student 18 years old or older in writing of any change in the

student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The student's home school district's nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the NWSISD staff designated to administer the medication.
- I. Procedures for administration of drugs and medicine at NWSISD programs and activities shall be developed in consultation with NWSISD member school districts. NWSISD will follow the policy of the student's home school district.
- J. Specific Exceptions:
  - 1. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.
  - 2. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
  - 3. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy.
  - 4. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
    - a. NWSISD has received a written authorization from the student's parent permitting the student to self-administer the medication;
    - b. the inhaler is properly labeled for that student; and
    - c. the parent has not requested district staff to administer the medication to the student.

The parent must submit written authorization to the student's home school district for the student to self-administer the medication each school year. The parent may submit a copy of that written authorization to the NWSISD Superintendent. If a parent submits written authorization to NWSISD, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the student is authorized to use an asthma inhaler by her/his home school district, the parent may request the student's home school district to send notice of that authorization to NWSISD. Upon receipt of the notice of authorization, the student shall be allowed to self-administer her/his asthma inhaler.

5. Medications:
  - a. that are used off NWSISD property;
  - b. that are used in connection with athletics or extracurricular activities; or
  - c. that are used in connection with activities that occur before or after the student's participation in NWSISD programs or activities are not governed by this policy.

- K. "Parent" for students 18 years old or older is the student.
- L. Nonprescription Medication. Only prescription medications are governed by this policy.

#### **IV. NON-PRESCRIPTION MEDICATIONS OR DRUGS**

- A. NWSISD staff shall not administer non-prescription medication.
- B. Students may self administer non-prescription medication in accordance with their home school district's policy.

**Legal References:** **Minn. Stat. § 13.32 Student Health Records)**  
Minn. Stat. §121A.21 (Hiring of Health Personnel)  
Minn. Stat. §121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. §121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
20 U.S.C. 1400, et seq. (IDEA)  
29 U.S.C. 794, et. seq. (Section 504)

**Cross References:** NWSISD Model Policy 418 (Drug-Free Workplace/Drug Free Learning Environment)

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