

## BOARD AG ENDA ITEM

September 22, 2026

### **SUBJECT:**

Revision of the following policy:  
*Policy JLCD: Assisting students with  
Medicines Policy JLCD-AR: Assisting  
students with Medicines*

### **BACKGROUND INFORMATION:**

Medical practices across South Carolina must keep up with different medication permission forms from each district that serves their patients. To streamline the process at the request of medical providers, the School Nurse Program Committee developed a Universal South Carolina Medication Permission form for all districts to consider adopting effective the 26-27 school year. The SC AAP, MUSC, Prisma and QTIP practices have approved this form and we expect it to be widely distributed to pediatricians.

### **ADMINISTRATIVE CONSIDERATION:**

The new medication Permission Form is similar to ACPSD's form, with one significant exception. Policies JLCD and JLCD-R do not require a doctor's order for herbal, dietary or homeopathic supplements as stated on the new Universal Form.

### **RECOMMENDATION:**

Approve the following policies:

*Policy JLCD: Assisting students with medicines,  
Second Reading Policy JLCD-R: Assisting students  
with medicines, First Reading*

### **ATTACHMENTS:**

### **PREPARED BY:**

Kimbra Meek

## **Policy JLCD Assisting Students with Medicines**

*Issued 5/25*

Purpose: To establish structure for assisting students with medications in a school setting.

When possible, medications should be given by parents/legal guardians before or after school hours. Any prescription medication to be given at school or school related activities must be accompanied by written orders from a healthcare practitioner who is recognized by South Carolina's Department of Labor, Licensing, and Regulation as authorized to prescribe medications. Over the counter medications and herbal/alternative medicinal products will require a written order from a healthcare practitioner if doses are different than the directions as stated on the original label or if they will be given at school more than 14 consecutive days.

The school nurse will train unlicensed school personnel to assist with routine medications. If the nurse is absent, the school does not have a full time nurse assigned or the nurse is not present in the health office because of other duties or assignments the principal or his/her designee is responsible for assisting students with medications.

Medications must be brought to the school by a responsible adult and delivered to the school nurse, or in the absence of the nurse, to the school employee designated by the principal. The responsible adult delivering medication to the school may be required to count and sign in medication with the nurse or designated employee.

Eligible students may be allowed to self-monitor and self-administer emergency, life-saving medication (such as epinephrine, albuterol, etc.) or routine, life-sustaining medication (such as insulin, pancreatic enzymes, etc.) as prescribed by the student's healthcare provider with written authorization from the parent/legal guardian unless there is sufficient evidence that unsupervised self-monitoring or self-administering would seriously jeopardize the safety of the student or others. Students are not allowed to self-administer over-the-counter medication, dietary or herbal supplements, or homeopathic treatments. The decision to allow the recommendation of the student's healthcare practitioner will be determined by the school team comprised of the parent/legal guardian, school nurse, physician, and the school administrator. The registered nurse will write an individual healthcare plan which meets the needs of students for health monitoring and care during the school day or at school sponsored events.

Unlicensed school employees may be trained by the school nurse to provide emergency medication to students with an identified chronic health condition.

Use of lifesaving medications is addressed in Policy JLCDB Use of Lifesaving Medications.

Schools will comply with state law regarding prescriptions for controlled substances in Schedules II through IV and administrative rule JLCD-R.

Adopted 2/8/00; Revised 4/23/02, 6/27/06, 8/12/14, 9/27/16, 6/14/22, 1/23/24, 5/27/25

#### Legal References:

S.C. Code of Laws, 1976, as amended:

Section 15-78-60 - Immunity from liability for districts and employees.

Section 40-33-44 - On-site supervision of a licensed practical nurses (LPN).

Section 40-33-42 - Delegation of nursing tasks to unlicensed assistive personnel.

Section 59-63-80, *et seq.* - Requires board to develop policy for individual healthcare plans for certain students.

Section 59-63-95 - Administration of lifesaving medications in schools.

#### S.C. Department of Labor, Licensing, and Regulation Advisory Opinions:

South Carolina Board of Nursing, Advisory Opinion #50, Revised March 2016 - Provision of treatment and administration of medications by unlicensed school personnel in the event of a medical emergency.

South Carolina Board of Nursing, Advisory Opinion #51, Revised May 2013 - Unlicensed school personnel performing nursing tasks required for a student to attend school.

South Carolina Board of Nursing, Advisory Opinion #52, Revised May 2013 - Unlicensed school personnel assisting students with medications taken on a routine schedule.

South Carolina Boards of Medical Examiners, Nursing, and Pharmacy, Joint Advisory Opinion Regarding Over the Counter Medications in Schools, Issued September 2013 - Delineating requirements for administration of over the counter medications with and without a prescription.

#### Other:

South Carolina Department of Education, Office of Nutrition Programs, Frequently Asked Questions about Students Self-Medicating and Self-Monitoring(September 2015).

#### **Aiken County Public Schools**

## 1   **Policy JLCD Assisting Students with Medicines**

2   *Issued **5/25** 8/26*

3   Purpose: To establish structure for assisting students with medications in a school setting.

4   When possible, medications should be given by parents/legal guardians before or after  
5   school hours. Any prescription medication **and all herbal, dietary, or homeopathic**  
6   **supplements or remedies** to be given at school or school related activities must be  
7   accompanied by written orders from a healthcare practitioner who is recognized by South  
8   Carolina's Department of Labor, Licensing, and Regulation as authorized to prescribe  
9   medications. Over the counter medications **and herbal/alternative medicinal products** will  
10   require a written order from a healthcare practitioner if **doses are different than the**  
11   **directions the request is outside of the manufacturer's recommendations** as stated on the  
12   original label or if they will be given at school more than 14 consecutive days.

13   The school nurse will train unlicensed school personnel to assist with routine medications.  
14   If the nurse is absent, the school does not have a full time nurse assigned or the nurse is  
15   not present in the health office because of other duties or assignments the principal or  
16   his/her designee is responsible for assisting students with medications.

17   Medications must be brought to the school by a responsible adult and delivered to the  
18   school nurse, or in the absence of the nurse, to the school employee designated by the  
19   principal. The responsible adult delivering medication to the school may be required to  
20   count and sign in medication with the nurse or designated employee.

21   Eligible students may be allowed to self-monitor and self-administer emergency, life-saving  
22   medication (such as epinephrine, albuterol, etc.) or routine, life-sustaining medication  
23   (such as insulin, pancreatic enzymes, etc.) as prescribed by the student's healthcare  
24   provider with written authorization from the parent/legal guardian unless there is sufficient  
25   evidence that unsupervised self-monitoring or self-administering would seriously  
26   jeopardize the safety of the student or others. Students are not allowed to self-administer  
27   over-the-counter medication, dietary or herbal supplements, or homeopathic treatments.  
28   The decision to allow the recommendation of the student's healthcare practitioner will be  
29   determined by the school team comprised of the parent/legal guardian, school nurse,  
30   physician, and the school administrator. The registered nurse will write an individual  
31   healthcare plan which meets the needs of students for health monitoring and care during  
32   the school day or at school sponsored events.

33   Unlicensed school employees may be trained by the school nurse to provide emergency  
34   medication to students with an identified chronic health condition.

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Other:

South Carolina Department of Education, Office of Nutrition Programs, Frequently Asked Questions about Students Self-Medicating and Self-Monitoring (September 2015).

**Aiken County Public Schools**

## **AR JLCD-R Assisting Students with Medicines**

*Issued 5/25*

### **Medications in Schools**

Students who require medication during school hours to maintain and support their presence in school will receive the medication in a safe manner. Medication will be administered by a registered nurse (RN) or unlicensed assistive personnel (UAP) who is a school employee trained by the RN, if the RN is not available.

All medications will be maintained in the health room except in special circumstances addressed in a student's Individual healthcare Plan (IHP). A student may not carry any medication on his/her person without school district permission.

Medications delivered to the school must be in the original container with all labels intact. Prior to administering any medication, the school must receive the following.

- the district's "Permission for Medication" form signed by the parent/legal guardian
- a healthcare practitioner's order for all prescription medications
- a healthcare practitioner's order for all over the counter medications and herbal/medicinal products if dosages are different from the directions as stated on the original label or if administered at school more than 14 consecutive days

The parent/legal guardian must deliver the medication to the nurse, principal or UAP.

All prescription medication must be in the original prescription container labeled with the following typed information.

- student's name
- name of medication
- time to be administered
- dosage
- strength
- directions for use
- physician's name
- date filled
- pharmacy name, address and phone number

Over the counter (not prescribed) medication may be provided by the parent/legal guardian if it is in the original container, is clearly labeled with the student's name and is accompanied by a "Medication Permission" form signed by the parent/legal guardian.

"Permission for Medication" forms will be updated at the beginning of the school year and/or as required by changes in the prescription.

The parent/legal guardian of the student must assume responsibility for informing the nurse of any change in the student's health or change in medication.

When the medication has been given according to the prescribed order, neither the district nor its personnel will be held liable in the event of an adverse reaction.

The school will be responsible for the safekeeping of the medication. Except in special circumstances addressed in a student's Individual healthcare Plan (IHP), all medication will be kept in a locked cabinet or drawer and will only be accessible to the nurse, principal or designee.

Controlled substances accepted by the school may not exceed a one month supply. Controlled substances will be counted upon receipt and weekly thereafter to assure doses have been administered according to the prescription and school days attended. The school nurse will report any discrepancies to the school principal, who will investigate and take appropriate corrective action. A "Medication Incident Report" will be completed and reported to the district school nurse supervisor. If drug diversion is suspected, pursuant to the Guidelines for Administration and Security of Controlled Substances in School Settings (DHEC 6/96), local law enforcement authorities and the DHEC Bureau of Drug Control should be notified. Discrepancies will be documented in the student's medication record.

The school district retains the discretion to reject requests for assisting students with medication.

Any unused medications should be picked up by the parent/legal guardian within one week of the termination of treatment no later than the last day of school. The school nurse will destroy any medication not picked up after the last day of school. When unused medication is destroyed, the disposition will be documented on the medication record. Documentation should include the prescription number, drug name, strength and quantity, date and method of destruction; reason for destruction and signature of the nurse and the witness to the destruction of the drug.

### **Self-Medication and Self-Monitoring**

The district may authorize a student to self-medicate and self-monitor emergency lifesaving medications or routine life-sustaining medications prescribed by the healthcare provider in collaboration with the RN and parent/legal guardian.

The student granted permission to self-medicate and self-monitor is considered to have a special healthcare need and will require an Individual Healthcare Plan (IHP) written by the RN with input from the healthcare practitioner who prescribed the medication/treatment. The IHP will provide guidance when the student requires health monitoring and care during the school day or at school sponsored functions.

All medication authorized to be carried by the student must be maintained in the original container labeled, according to state law and district policy and procedures, by the pharmacist who filled the prescription.

Written statements from the healthcare practitioner, the parent/legal guardian and the student will be kept in the office of the school nurse. The permission may be revoked if the student endangers him/herself and if the medication or monitoring device is improperly used. It will remain in effect for the school year in which it is granted and must be renewed and resubmitted each school year thereafter.

### **Emergency Medications (Life Threatening Situations)**

Medication will be routinely administered to students by the RN; however, in the event of an emergency, an unlicensed school employee trained by the RN may administer medication to students who have a history of serious allergic reaction or a health condition which may require specific medication(s) for certain life threatening circumstances.

### **Field Trips**

Parents/Legal guardians of students who require medical attention must notify the teacher prior to a scheduled field trip. The teacher will consult with the RN to determine how to accommodate the needs of the student on the trip. Only employees of the Consolidated School District of Aiken County will be allowed to administer medications needed on a field trip.

### **Unlicensed Assistive Personnel (UAP)**

The RN may train, determine the competency of and evaluate the UAP for assisting students with medications in situations when the RN is absent or not available. Assisting with medication does not include injectable medications such as insulin or initial doses of medication due to the risk of anaphylaxis and/or other serious reactions.

Following training by the RN, unlicensed school employees may assist students with regularly scheduled medications during school, en route to and from school on district vehicles or at school sponsored functions before, during or after school if the RN is not available. The RN must be made available via a telecommunication device to answer questions that the unlicensed school employee trained by an RN may have when assisting students with medications in the absence of the RN. The UAP must complete training for assisting students with medications annually.

Issued 7/26/76; Revised 10/26/82, 3/22/94, 5/26/94, 2/8/00, 4/23/02, 6/27/06, 8/12/14, 5/24/22, 5/13/25

**Aiken County Public Schools**

## AR JLCD-R Assisting Students with Medicines

Issued ~~5/25~~ 8/26

### Medications in Schools

Students who require medication during school hours to maintain and support their presence in school will receive the medication in a safe manner. Medication will be administered by a registered nurse (RN) or unlicensed assistive personnel (UAP) who is a school employee trained by the RN, if the RN is not available.

All medications will be maintained in the health room except in special circumstances addressed in a student's Individual healthcare Plan (IHP). A student may not carry any medication on his/her person without school district permission.

Medications delivered to the school must be in the original container with all labels intact. Prior to administering any medication, the school must receive the following.

- the district's "Permission for Medication" form signed by the parent/legal guardian
- a healthcare practitioner's order for all prescription medications and herbal, dietary, or homeopathic supplements or remedies
- a healthcare practitioner's order for all over the counter medications and herbal/medicinal products if dosages are different from the directions if the request is outside of the manufacturer's recommendations as stated on the original label or if administered at school more than 14 consecutive days

The parent/legal guardian must deliver the medication to the nurse, principal or UAP.

All prescription medication must be in the original prescription container labeled with the following typed information.

- student's name
- name of medication
- time to be administered
- dosage
- strength
- directions for use
- physician's name

- date filled
- pharmacy name, address and phone number

Over the counter (not prescribed) medication may be provided by the parent/legal guardian if it is in the original container, is clearly labeled with the student's name and is accompanied by a "Medication Permission" form signed by the parent/legal guardian.

"Permission for Medication" forms will be updated at the beginning of the school year and/or as required by changes in the prescription.

The parent/legal guardian of the student must assume responsibility for informing the nurse of any change in the student's health or change in medication.

When the medication has been given according to the prescribed order, neither the district nor its personnel will be held liable in the event of an adverse reaction.

The school will be responsible for the safekeeping of the medication. Except in special circumstances addressed in a student's Individual healthcare Plan (IHP), all medication will be kept in a locked cabinet or drawer and will only be accessible to the nurse, principal or designee.

Controlled substances accepted by the school may not exceed a one month supply. Controlled substances will be counted upon receipt and weekly thereafter to assure doses have been administered according to the prescription and school days attended. The school nurse will report any discrepancies to the school principal, who will investigate and take appropriate corrective action. A "Medication Incident Report" will be completed and reported to the district school nurse supervisor. If drug diversion is suspected, pursuant to the Guidelines for Administration and Security of Controlled Substances in School Settings (DHEC 6/96), local law enforcement authorities and the DHEC Bureau of Drug Control should be notified. Discrepancies will be documented in the student's medication record.

The school district retains the discretion to reject requests for assisting students with medication.

Any unused medications should be picked up by the parent/legal guardian within one week of the termination of treatment no later than the last day of school. The school nurse will destroy any medication not picked up after the last day of school. When unused medication is destroyed, the disposition will be documented on the medication record.

Documentation should include the prescription number, drug name, strength and quantity, date and method of destruction; reason for destruction and signature of the nurse and the witness to the destruction of the drug.

## **Self-Medication and Self-Monitoring**

The district may authorize a student to self-medicate and self-monitor emergency lifesaving medications or routine life-sustaining medications prescribed by the healthcare provider in collaboration with the RN and parent/legal guardian.

The student granted permission to self-medicate and self-monitor is considered to have a special healthcare need and will require an Individual Healthcare Plan (IHP) written by the RN with input from the healthcare practitioner who prescribed the medication/treatment. The IHP will provide guidance when the student requires health monitoring and care during the school day or at school sponsored functions.

All medication authorized to be carried by the student must be maintained in the original container labeled, according to state law and district policy and procedures, by the pharmacist who filled the prescription.

Written statements from the healthcare practitioner, the parent/legal guardian and the student will be kept in the office of the school nurse. The permission may be revoked if the student endangers him/herself and if the medication or monitoring device is improperly used. It will remain in effect for the school year in which it is granted and must be renewed and resubmitted each school year thereafter.

## **Emergency Medications (Life Threatening Situations)**

Medication will be routinely administered to students by the RN; however, in the event of an emergency, an unlicensed school employee trained by the RN may administer medication to students who have a history of serious allergic reaction or a health condition which may require specific medication(s) for certain life threatening circumstances.

## **Field Trips**

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The RN may train, determine the competency of and evaluate the UAP for assisting students with medications in situations when the RN is absent or not available. Assisting with medication does not include injectable medications such as insulin or initial doses of medication due to the risk of anaphylaxis and/or other serious reactions.

Following training by the RN, unlicensed school employees may assist students with regularly scheduled medications during school, en route to and from school on district vehicles or at school sponsored functions before, during or after school if the RN is not available. The RN must be made available via a telecommunication device to answer questions that the unlicensed school employee trained by an RN may have when assisting students with medications in the absence of the RN. The UAP must complete training for assisting students with medications annually.

Issued 7/26/76; Revised 10/26/82, 3/22/94, 5/26/94, 2/8/00, 4/23/02, 6/27/06, 8/12/14, 5/24/22, 5/13/25

## **AR JLCD-R Assisting Students with Medicines**

*Issued 8/26*

### **Medications in Schools**

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The parent/legal guardian must deliver the medication to the nurse, principal or UAP.

All prescription medication must be in the original prescription container labeled with the following typed information.

- student's name
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