



"To Build Knowledge and Skills for Success Today and Tomorrow"

File: JHCD

## ADMINISTERING MEDICINES TO STUDENTS

Whenever possible the school nurse will store and administer all medications. District personnel will not be permitted to administer medicine of any kind to students except when authorized in writing by a parent or guardian and coordinated with the school nurse.

For purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication, but does not include medical cannabis. The administration of medical cannabis shall be in accordance with the Board's policy on administration of medical cannabis to qualified students.

When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the school nurse. The principal and Special Services director will be informed of those students on medication.

Parent or guardian requests to store and/or administer prescription or nonprescription medications to students must be in writing, on a Consent for Medication Administration District Form. The Consent for Medication Administration must be completely filled out, signed and dated by the parent/guardian. The Consent for Medication Administration must be renewed annually. Any product that could be considered a drug, including "natural remedies", herbs, vitamins, dietary supplements or homeopathic medications will be managed as a prescription medication. These products would require a written order from a physician or licensed health care provider and completion of a Consent for Medication Administration by the parent/guardian.

When medication is brought to school for a student, the student's teacher, building principal, nurse or secretary will be made aware that the student will be taking medication. If a child has medication at school without prior notification the parent/guardian will be contacted. Medications should be transported to and from school by a parent/guardian.

All medications must be stored in a locked medicine cabinet, managed by the school nurse or school personnel trained in medication administration. Prescription medications to be stored and/or administered must be in the original pharmacy labeled container. The label must specify the student's name, name of the medication, name of physician/licensed health care provider, the date of the prescription and the directions for use. If the dosage of the medication is changed by the physician/licensed health care provider, a new bottle must be received from the parent and a new Consent for Medication completed. Non-

prescription medications to be stored and/or administered should be in the original container.

It is the responsibility of the student to come to the office to take his/her medication. Any student who uses the medication in a manner other than the manner prescribed may be subject to disciplinary action.

Prescription medication administration may be delegated only to those individuals who have successfully completed the training program as required by law. No school employee, other than the school nurse, shall be required to be trained by a licensed health care profession for the purpose of being trained in the administration of prescription medication, or shall be required to administer prescription medication, without the employee's prior written consent.

Approved November 13, 2012  
Revised July 10, 1989  
Adopted July 14, 1986



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File: GBED

## USE OF ALCOHOL AND OTHER DRUGS BY EMPLOYEES (DRUG-FREE WORKPLACE POLICY)

The District prohibits the unlawful manufacturing, distributing, selling, dispensing, possessing, using, or being under the influence of alcohol and/or other drugs in the workplace. Additionally, it shall be a violation of this policy for any employee to manufacture, use, possess, sell, distribute or be under the influence of medical cannabis in any manner inconsistent with South Dakota state law.

Any employee who violates this policy will be subject to disciplinary action which may include dismissal and referral for prosecution. It shall be a condition of employment in the District that each employee must abide by the terms of this policy and shall notify the Superintendent of any criminal alcohol and/or drug statute conviction for any alcohol and/or drug violation no later than five (5) days after conviction. Within thirty (30) days after receipt of such notification, one of the following actions shall be taken:

- a) Appropriate personnel actions, including possible suspension or termination.
- b) Requiring the employee to participate satisfactorily in an alcohol and/or other drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him/her in their choice of a service provider.
- c) Possible referral for prosecution.

A copy of this policy will be provided to each new employee and will be incorporated into all employee handbooks. All convictions of employees for violating any criminal drug statutes shall be reported to the federal agencies that provide grants to the District, as required by law.

When an on-duty staff member has consumed alcohol off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same disciplinary sanctions as for possession or consumption on school property.

### Reasonable Suspicion

A. The District may request an employee to undergo drug and alcohol testing if there is a reasonable suspicion that the employee is under the influence of, or

has drugs or alcohol in his or her system during work hours. There shall be no random testing. Circumstances which constitute a basis for determining a reasonable suspicion may include, but are not limited to:

1. A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning a supervisor, department head, or someone else for assistance.
2. Information provided by a reliable and credible source with personal knowledge.
3. Direct observation of drug or alcohol use.
4. Presence of the physical symptoms of drug or alcohol use, i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes.
5. The possession of substances in violation of the District's drug and alcohol policy.

B. The employee may be asked to submit to blood and urine testing by a qualified medical physician or hospital at District's expense and on District's time. A group representative may be present during the discussion if the employee so requests. Prior to testing, the administrator or supervisor shall secure a signed release statement from the employee to have the hospital/physician release medical information to the District. The employee who refuses to consent to a drug and alcohol test when reasonable suspicion of drug or alcohol use has been identified may be subject to disciplinary action based upon the facts and circumstances that led to the reasonable suspicion.

C. A positive result from the drug and/or alcohol analysis may result in disciplinary action. The District retains the right to discipline and terminate from employment any employee testing positive for drug/alcohol use, without first having to offer that employee an opportunity for treatment or rehabilitation.

D. Supervisors are required to detail in writing the specific facts, symptoms or observations which form the basis for their determination that a reasonable suspicion existed to warrant the testing of an employee

### **Testing Procedures**

Drug/alcohol testing will be done within two hours or as soon as possible following request for testing.

Sturgis Regional Health has been selected to provide drug/alcohol testing. The selection of a single laboratory will insure one standard chain of custody procedure and consistency of processing throughout the District. The District may use its discretion to select an alternate laboratory if it feels Sturgis Regional Health cannot meet the requirements of the testing.

The administrator, supervisor, or school liaison officer will escort the employee to the Sturgis Regional Health or alternate facility for testing. If after testing the

employee is deemed unfit to continue working, he/she will be suspended pending further investigation and the results of the drug/alcohol testing.

The results of such testing shall be given to the Office of the Superintendent. The Superintendent and the administrator or supervisor will meet with the employee to discuss the situation, test results, and future actions. Nothing contained herein shall prohibit the District from requiring an employee to submit to a portable breath test and/or a blood test in the case of suspected alcohol use.

The employee may request that re-testing be done at a facility of his/her own choosing. Such re-testing must be done on the same sample as was originally tested and at the employee's own expense.

Any attempt to falsify test samples or results shall be grounds for immediate dismissal.

### Confidentiality

Information obtained on individuals as part of the drug screening test or pursuant to this policy will be disclosed only to those persons having legitimate need for it. Medical records pertaining to drug or alcohol use are confidential, and access to such records shall be in accordance with the District policy. Medical records are not kept in the personnel file.

LEGAL REF.: Public Law 100-690 (Drug-Free Workplace Act of 1988)

Revised June 12, 2012; May 13, 2008; May 11, 2004  
Revised November 15, 1994, Approved July 10, 1989



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File: JFCG/JFCH/JFC

## COMPREHENSIVE DRUG PREVENTION POLICY

The possession and use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful, and illegal except when used as directed (prescription drugs) by a physician. Students are prohibited from using, selling, attempting to sell, possessing, distributing, delivering, transferring, concealing, or being under the influence of alcohol and/or other drugs or materials/substances represented to be a narcotic drug, depressant, or controlled substance (including tobacco, nicotine, and alcohol), or chemical substances which affect psychological functions or affect the educational system of the school. For the purpose of this policy: "Tobacco" means any substance or item, in any form, including e-cigarettes/vapor, containing tobacco and/or nicotine. Students shall not engage in alcohol and/or drug use/abuse nor possess paraphernalia specific to the use of alcohol and/or other drugs.

Students who use prescription drugs or medical cannabis authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

This policy is in effect on premises owned, leased, or maintained by the school district, at all school-related activities on and off campus, on vehicles used to transport students to and from school or to other activities, and in vehicles parked on school property. Student and parent members of the school community are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy is available upon request and available online in the School Board Policy Handbook. Compliance with this policy is mandatory for all students.

In accordance with Federal Drug Free Schools and Campuses legislation (Section 5145 of the Drug-Free Schools and Communities Act), the Board authorizes the use of programs aimed at facilitating awareness, prevention, and intervention regarding the use/misuse of alcohol and other drugs.

1. The primary responsibility for helping students seriously involved with alcohol and other drugs lies with the students and their parents. The District will recommend that students with alcohol and other drug abuse problems seek professional assessment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
2. The Board authorizes District efforts to provide a supportive school environment for students harmed by alcohol and other drugs.
3. School chemical abuse prevention programs could provide:

- a) group experiences
- b) individual counseling
- c) such other services as are judged to be necessary by school personnel and other involved agencies
- d) programs for persons who desire more information
- e) programs for those who need help with intervention in an existing problem (their own or someone else's)
- f) programs for those who need help completing the goals of a rehabilitation program.

Students who violate this prohibition will be subject to disciplinary sanctions as provided in the discipline plans of the administrative units, up to and including suspension and/or expulsion. Students who violate this prohibition also will be referred to appropriate legal authorities for prosecution.

LEGAL REF.: Public Law 101-226

Revised May 12, 2015  
Revised November 13, 2012  
Revised November 15, 1994  
Revised June 15, 1992