

ADMINISTERING MEDICATION TO STUDENTS

- I. Medications should be administered to school children at home, rather than at school, whenever possible. School personnel who are authorized to do so in writing by a building principal may administer medications to students under the procedures and conditions established to implement this policy that are developed with the assistance of a school nurse and adopted by the Board.
- II. School personnel and parents/guardians are to communicate with one another to identify all students who require medication to be administered during the school day. The principal shall be responsible for involving appropriately designated school personnel and trained volunteers in administering medications at school. While all K-8 students shall follow District guidelines for every type of medication, this policy does not prohibit high school students from possessing and self-administering nonprescription medication. Students with severe asthmatic symptoms may possess and use medication based on the guidelines determined in this policy. There are no circumstances, however, where any student should share or transfer any medication to others.
- III. Authorization to Dispense Medications – diagnosis and treatment of illness or prescribing medications (including aspirin or other medicines) are not the responsibility of school personnel and are not to be practiced. Written statements shall be required of:
 - A. the parent/guardian, who shall request and authorize the designated school personnel to give medication at the time and in the dosage prescribed by the physician;
 - B. the physician to the building administrator or the person assigned by the administrator to dispense or administer the medication. The physician will be requested to state in writing the specific conditions under which s/he should be contacted regarding the condition or reaction of the student receiving medication.
- IV. If more information is needed by the school representatives in exercising prudent judgment for the safety and protection of the student on medication, permission should be obtained from the parent/guardian to consult with the physician directly.
- V. The building principal or his/her designee shall be responsible for overseeing the receipt of the written medication instructions and consents, the maintenance of complete and accurate medication administration records, the proper storage of medications, and the disposal of outdated and unused medications in accordance with District procedures. The building principal or his/her designee shall be responsible for ensuring that the written medication administration instructions that are on file in the District are periodically reviewed by a registered nurse.

VI. Management of Medications – The parents shall request the physician or pharmacist to supply a properly labeled "container" of medication for distribution at school. All prescribed medications shall be in properly labeled containers and shall be kept in a locked area of the school office or a pre-approved secure area, which is accessible to authorized school personnel only. The label on the bottle shall contain the name and telephone number of the pharmacy and medications shall be supplied in a single unit dosage or accompanied by an accurate measuring device. The student name, name of physician, medication, the dosage, and the time and method of administration shall also be noted. A copy of the physician and parent/guardian statement regarding the dispensing of medication will be kept on file in the school office during the time period that the specific medication is dispensed. If it is medically necessary for a student to carry emergency medication at all times, written permission will be granted by the school administrator. Appropriate instruction shall be provided to persons authorized to administer medications to students under this policy.

VII. Record Keeping – A list of students needing medication will be maintained in the school office and will include the type of medication, the dosage, and the time medication is to be given. This list will be updated annually.

A record keeping system shall be established for each student receiving medication, to include the student name, the name of the physician, the name of medication, and the dosage. The time medication was given and signature of the individual giving medication will be noted each time medication is dispensed.

VIII. Students with Severe Asthmatic Symptoms or Severe Allergic Reactions– Asthmatic students, or students with severe allergic reactions, may, while in school, at a school-sponsored activity or under the supervision of a school authority, possess and use a metered dose inhaler or dry powder inhaler, or an epinephrine auto-injector when three (3) conditions are met:

- A. The student is required to carry an inhaler for use prior to physical activity to prevent the onset of asthmatic symptoms or for use to alleviate asthmatic symptoms/ or the student is required to carry an epinephrine auto-injector to prevent the onset of allergy symptoms or for use to alleviate allergy symptoms.
- B. The completed Parent Consent form has been submitted to the principal.
- C. The Physicians Order for Medication Administration has been submitted to the principal authorizing the student to possess and use an inhaler.

- D. Asthmatic students who are not required to carry an inhaler shall follow the guidelines, which apply to all other prescription medications and their administration.
- IX. Appropriate instruction of persons authorized to administer medications to the students under this policy shall be provided.
- X. No school personnel, other than a health care professional, shall be involuntarily required to administer any medication to a student by any means other than ingestion. Authorized school personnel who voluntarily agree to administer a prescription drug or nonprescription drug product that must be injected into a student, inhaled by a student, rectally administered to a student, or administered into a nasogastric, gastrostomy or jejunostomy tube shall complete Department of Public Instruction-approved training before administering medication to a student through such means.
- XI. No District policy or procedure shall be interpreted to limit or detract from the immunities and other limitations on liability available under the law to nurses and other persons who engage in or assist with the administration of medication to students.

Legal reference:

Sections 118.125, 118.29, 118.29(4), 118.291, 118.292, 121.02(1)(g), Wis. Stats.
PI8.01(2)(g) Wis. Adm. Code

Cross reference:

Healthcare Plan

Adopted: 6/18/01

Revised: 12/10/07; 11/12/12; 3/12/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us