

## ARTICLE 624: STUDENT MEDICATION

**624.1** The purpose of this policy is to provide for the safety and protection of the student who receives medication, as well as the school personnel involved. This policy is in accordance with Wisconsin State Statute 118.29. No school employee, except a health care professional, will be required to administer a drug by means other than ingestion. The Superintendent or Principal has the authority to identify in writing the school staff who may administer medication.

### 624.2 Definitions

624.21 **STUDENT**--a full or part-time student when in attendance in an approved institutional or co-curricular activity held on or off school premises.

624.22 **PRESCRIPTION MEDICATIONS**--those medications that are obtainable only with the written prescription of a licensed health care provider.

624.23 **NON-PRESCRIPTION MEDICATIONS**--those medications that can be obtained over-the-counter without a prescription from a licensed health care provider. This includes homeopathic and herbal products.

### 624.3 PROCEDURE

1. **CONSENT FORM**--no medications will be administered by school personnel unless a Medication Consent Form is completed and returned to the Principal, or designee. This form will be renewed each school year and whenever medication orders change. The Consent Form includes:
  - a. Type, dosage, and mode of administration
  - b. Purpose of medication
  - c. A signed written statement by the parents/guardians:
    - (1) authorizing school personnel to administer the medication as prescribed by the health care practitioner; and
    - (2) authorizing school personnel to contact the health care practitioner directly as per d. (2).
  - d. Written instructions from the prescribing health care practitioner for the administration of the prescribed medication. Such instructions shall be signed by the prescribing health care practitioner. These instructions shall include:
    - (1) the specific conditions and circumstances under which contact should be made with her/him in relation to the condition or reactions of the student receiving the medications; and
    - (2) a willingness on the part of the health care practitioner to accept direct communication from the person administering the medication, if more knowledge is needed to exercise prudent judgment for the safety and protection of the student.
2. **MEDICATION INFORMATION**--Medication to be administered must be given from the original and properly labeled container. Prescription medications must be in a pharmacy-labeled container that includes:
  - a. Student's full name.
  - b. Name of drug and dosage.
  - c. Mode of administration.
  - d. Time it is to be given.
  - e. Date of expiration.
  - f. Name of health care practitioner

2. **EMPLOYEES DESIGNATED TO ADMINISTER MEDICATION**-- Medications shall be administered by the Principal, School Nurse, or by individuals designated by the Principal. Individuals authorized to administer medication to students shall receive appropriate instruction by the Principal or School Nurse concerning such administration. Documentation of initial training and ongoing supervision will be maintained on the Documentation of Medication Administration Training & Monitoring form. School personnel are to report any unusual behavior of students on medication to parents/guardians.
3. **STORAGE OF MEDICATIONS**--only limited quantities of any medication are to be kept at school. Medications (prescription and all non-prescription) that are to be administered by school personnel are to be kept in a locked cubicle, drawer, or other safe place. The Principal, School Nurse, or designee will count and document on the Medication Administration Log the quantity of medication each time it is brought to school.
4. **TIME PERIOD FOR MEDICATION ADMINISTRATION**--the length of time for which medication is to be administered, which is not to exceed the current school year, including summer school, shall be specified in the written instructions from the prescribing health care practitioner. Any change in dosage, time to be administered or discontinuance of administration must be in writing from the health care practitioner.
5. **MAINTENANCE OF MEDICATION RECORDS**--accurate and confidential written individual records shall be established and maintained for each student receiving medication. This record shall be kept by the person administering the medication. The record shall include:
  - a. Student's name.
  - b. Name of medication.
  - c. Dosage.
  - d. Mode of administration.
  - e. Time given.
  - f. Side effects to observe for.
  - g. Parent/guardian's name and phone number.
  - h. Health care practitioner's name and phone number.
  - i. Names of the individuals administering medication.
  - j. Weekly inventory of the amount of medication remaining in the container.

Copies of completed Consent Forms are to be maintained in the office of the Principal. At the end of the school year or upon the discontinuation of a medication, the Consent Forms are filed in the student's Health Record.

6. **UNUSED MEDICATION**--When the duration of a medication (including non-prescription) is complete, out of date, or the end of the school year, parents shall be advised to pick up any unused portions of the medicine. Unused medication may be sent home with students only with written authorization from parents. If parents do not make arrangements with the school for the return of unused medication, these items may be destroyed in a manner consistent with local health policy. This includes non-prescription medications. Disposition of unused medication will be documented on the Student Medication Administration Log.

#### **624.4 NON-PRESCRIPTION MEDICATIONS**

1. Designated personnel shall administer non-prescription medications to students only with parental approval as indicated by written consent on the Medication Consent Form.
2. All criteria listed previously concerning prescription medication shall be adhered to regarding non-prescription medication with the exception of the written authorization from the licensed health care practitioner.
3. When non-prescription medication is to be administered, the container must have a manufacturer's label identifying the medication and dosage schedule, and be labeled with the student's name.

#### **624.5 EMERGENCY ADMINISTRATION OF MEDICATIONS BY MEANS OTHER THAN INGESTION**

1. Personnel designated to administer medications may indicate a willingness to provide medications in an emergency by means other than ingestion.
2. Personnel indicating a willingness shall receive appropriate instruction in administering medications by emergency injection or inhalation (inhalers and EPI pens).

#### **624.6 NON-EMERGENCY ADMINISTRATION OF MEDICATION BY MEANS OTHER THAN INGESTION**

1. Personnel designated to administer medications may indicate a willingness to provide medication by means other than ingestion.
2. Personnel indicating a willingness shall receive appropriate instruction in administering medication by non-oral routes (i.e. eye, ear, nose, inhaler).

#### **624.7 STUDENT SELF-ADMINISTRATION OF MEDICATIONS**

1. Students in grades 6-12 may self-administer oral non-prescription medications while at school with written parental consent. Such medications may be kept by the individual student. Parents are encouraged to limit the number of non-prescription medications that are sent to school to a one day supply. Students should not share medications of any kind.
2. Parents/guardians may request school staff to monitor student self-administration. In such cases a Medication Consent Form shall be completed by the parent/guardian, and the medication shall be kept in the school office in a locked drawer.
3. Students in grades EL-5 may self-administer non-prescription oral medications while at school with written parental consent under the supervision of school staff. Such medications must be kept by the classroom teacher or in the school office. Parents are encouraged to limit the number of medications that are sent to school to a one day supply.
4. Students in grades EL-5 may self-administer certain emergency prescription medications such as inhalers and EPI pens while at school only under the supervision of school staff. A Medication Consent Form must be completed as described in Article 624.3. The health care practitioner's written order should include the instructions that the student may self-administer this medication. Such medications are to be kept in a secure place by the teacher or principal, taking into consideration the need for emergency access to the medication.
5. Students in grades 6-12 may self-administer certain emergency prescription medications, such as inhalers and EPI pens while at school. A Medication Consent Form shall be completed as detailed in 624.3. The individual student may keep such medications in a secure place.

6. Students in grades EL-12 may not self-administer non-emergency prescription medication while at school.

**624.8 PROVISIONS FOR MEDICATION ADMINISTRATION DURING CLASS FIELD TRIPS**

1. The staff member authorized to administer medication in a particular school building shall place the proper daily or anticipated missed dosage(s) for each individual student in a Medication Envelope. EACH DOSE SHOULD BE IN AN INDIVIDUAL MEDICATION ENVELOPE.
2. The Medication Envelope shall be labeled with:  
*Student's name*  
*Medication name*  
*Dosage*  
*Date and Time to be administered*
3. The teacher responsible for the field trip shall observe the procedure and ask questions if instructions on how or when to administer a particular medication is not fully understood.
4. The teacher responsible for the field trip shall transport and administer the medication for students on that field trip.
5. The teacher shall keep all empty Medication Envelopes after administering the medication for verification purposes.
6. Upon returning to the school setting, the teacher should sign the Medication Administration Log for each individual student/dose administered by him/her. The building authorized individual shall also sign the medication log. Medication Envelopes may then be discarded.

**624.9 AFTER SCHOOL HOURS MEDICATION ADMINISTRATION**

1. The procedures described in 624.8 will apply to medication administered to students who are involved in school sponsored activities that occur after normal school hours

**Legal References:**

Wisconsin Statutes 118.125 (Public Records), 118.29 (Medication Administration), 441 (Wisconsin Nurse Practice Act); Wisconsin Administrative Code PI 8.01(2)(g)(Emergency Nursing Services). Revised and approved by Board of Education: June 10, 2002