

**SERIES 400
STUDENTS**

Administrative Rule 453.4

ADMINISTRATION OF MEDICATION TO STUDENTS - PROCEDURE

Students requiring medication at school shall be identified and reported to the building administrator/designee by the parent/guardian. The school nurse shall designate school personnel to administer medications. The building administrator will complete a “Staff Authorization to Administer Medication” form for each designee. This form shall be completed on an annual basis.

A. Training, Supervision, and Evaluation

The school nurse shall provide training, supervision, and evaluation to designated school personnel in the administration of medications. This training shall be documented. No school employee, except a health care professional, is required to administer a medication to a student by any means other than ingestion and gastric tube. In the event that an employee volunteers to administer a medication by other than oral means, the school nurse will provide the appropriate training, in compliance with the written instruction of the prescribing health care practitioner, and with the written consent of the parent. The school district nurse shall be responsible for periodic review of the written medication instructions, as well as designating appropriate documentation procedures and safe storage of medication in school.

B. Definitions:

1. Prescription Medications - Those medications, which are obtainable only with the written consent of a licensed physician or other health care practitioner.
2. Non-prescription Medications - Those medications which can be obtained over the counter, without a prescription.
3. Prescribing Health Care Practitioner – Licensed physician, dentist, podiatrist, or nurse practitioner with prescriptive power in the State of Wisconsin.
4. Controlled Substances – Those drugs that are defined and regulated by the Uniform Controlled Substances Act.

C. Administration Procedures

The following procedures are established within each building to ensure the consistent administration of medication to students:

1. For students requiring Prescription Medication at school, the parent shall:
 - Prescription medication shall be administered by designated school personnel or self – administered only when written direction from the prescribing practitioner, as well as written parent/guardian consent has been received.

- Parent/guardian of students requiring medication at school shall submit an “Administering Medication to Students” form to the school office. If this form is not used, the following information must be provided in writing: student’s name; name of the medication; reason for the medication; action of the medication or condition it is to be given for; the dosage, the route; frequency (time to be given) and duration (how long the medication to be given); adverse effects of the medication and actions to take if this occurs; parent/guardian consent and signature; date signed by parent/guardian; signature of the prescribing practitioner; and date signed by the practitioner.
 - Supply the medication in an original pharmacy container to the building administrator or designee. The instructions on the label must match the written instructions from the prescribing practitioner. The following information must be on the container: student’s name; name of the medication; the dosage, time or frequency drug is to be given; name of prescribing practitioner/ name and phone number of pharmacy.
 - Discontinuance or change in dosage of medication must be verified in writing by the prescribing practitioner.
 - Epi-pens or other auto injector systems shall be the only acceptable delivery systems of intramuscular injections of epinephrine to treat severe allergic reactions. An Emergency Health Care Plan for Known Severe Allergic Reactions form must be signed by the prescribing practitioner and parent/guardian in order for the student to receive this medication at school or at a school-sponsored activity.
2. For students requiring Non- Prescription Medication at school, the parent shall:
- Non-Prescription medication shall be administered by designated school personnel or self – administered only when written directions and consent for the administration of such medication by filing an “Authorization to Administer Medication” form the parent/guardian consent has been received.
 - If this form is not used, the following information must be provided in writing: student’s name; name of the medication; reason for the medication; action of the medication or condition it is to be given for; the dosage; the route; frequency (time to be given) and duration (how long the medication to be given); adverse effects of the medication and actions to take if this occurs; parent/guardian consent and signature; date signed by parent/guardian.
 - If the dosage of the non-prescription medication exceeds the manufacturer’s recommendations, the signature of the student’s practitioner shall also be required.
 - All nonprescription medication shall be in the original container and parent/guardian instructions may not exceed the recommended manufacturer dosage.

3. Students taking medication:
 - Students will be supervised by the building administrator or designee and shall conform to the schedule as prescribed by the prescribing health care practitioner.
 - The building administrator or designees shall complete a “Student Medication Log” for each student receiving medication. When a medication is administered, the date, time, and signature of the individual shall be recorded on the “Student Medication Record” and kept with the “Administering Medication to Students” form.
 - Medication will be offered to the student at the designated times. If medication is to be administered by staff it shall be the student’s responsibility to come to the school office to receive his/her medication; however, the designated staff member shall make an attempt to notify the student if he/she has forgotten to come for the medication.
 - If the student refuses to take the medication, the parent/guardian is to be informed as soon as possible and the refusal shall be logged on the “Student Medication Record”.
 - School personnel are to report any unusual behavior of students on medication and such information should be recorded on the “Student Medication Record” and the school nurse shall be informed. This record should also include the action taken by the school in response to the student’s unusual reaction to the medication.
4. The length of period for which the medication is to be administered shall be:
 - Contained in the written instructions from the prescribing health care practitioner as reported on the “Administering Medications to Students” form.
 - If the medication is to be discontinued or if the dosage or time it is to be administered is changed from the original instructions, the school nurse shall be notified of new dosage instruction. The school nurse will make contact with prescribing health care practitioner.
5. It is advisable to have in each school office a list of students receiving medication during school hours, including the type of medication, the dose and time it is to be given.

D. Grade Level (PK -12th grade) Administration Guidelines of Medications:

1. Students in grades 7-12 may:

- Self-administer oral non-prescription medications while at school if that parent feels the student is reliable in doing so.
- The individual student may keep such medications in their locked locker. However, it is highly encouraged for medications to be kept locked in the office.
- Students self administering non-prescription medications may not administer these non-prescriptive medication to other students.

2. Students in grades EC-6:

- May not self-administer oral prescription or non-prescription medications while at school.
- Medications are required to be kept in a locked area in the school office.
- Medications are to be administered by those designated/trained school personnel.

3. Students in grades EC-12:

- May not self-administer or carry any prescription medications including any controlled medications regulated under the Controlled Substances Act of 1970.
- Exceptions to self-administration of prescription medications are defined in #4 as emergency medications.

4. Students in grades EC-12 who need to carry and self administer certain emergency medication, such as, epi-pen, asthma inhaler, insulin, glucagon:

- Special permission will be granted with parent/guardian and healthcare practitioner authorization.
- The individual student may keep such medications in a secure place.

E. Miscellaneous Medication

1. Non-FDA approved drugs such as herbal medication, dietary supplements, and other products will not be administered at school without written authorization from a licensed health care practitioner and parent(s)/guardian(s).
2. “Pre-procedural” medication will not be administered by school personnel.

3. Controlled substance medications used for pain control/cough will be reviewed by School Nurse prior to accepting medication order from a licensed health care practitioner and parent(s)/guardian(s).
4. "As needed" behavioral medication will not be administered by school personnel.

F. Food Supplements/Natural Products

For the safety and protection of students, food supplements and natural products will not be given in the school setting unless approved by the FDA or prescribed by a licensed practitioner. The *Administering Medication to Students* form, authorizing school personnel to administer medication, must be completed by the parent/guardian and be on file at the school office.

G. Administration of Medication During Field Trips

1. Medication administration during single day field trips will follow the same procedures as medication administered at a students designated school. Medication will be sent in the original bottle or properly labeled envelope with proper written instructions. The student's emergency medications (glucagons, epi-pens, diastat and inhalers) are brought on trip. Arrangements will be made for child's parent or staff member trained in administration of emergency medication to go along on trip.
2. For overnight field trips, Students in grades 9-12 may carry and self administer their own prescription and non-prescription medications while on the trip. An "Administering Medication to Students" form must be completed for each medication. A physician's signature is required for all prescription medications. Only enough medications to last the duration of the trip should be sent with the student. The student shall keep the medications in a safe place and not share medications with other students. If parents request that a district employee chaperoning the trip administer the medications to their child, prior arrangements must be made with the trip organizer and school nurse.

H. Medication Errors

1. A medication error is defined as failure to administer the prescribed medication:
 - Within the 30 minutes prior or 30 minutes after the prescribed administration time.
 - Dosage.
 - In accordance with accepted practice.
 - To the correct student.
2. In the event of a medication error of commission or omission, the person who administered the medication should immediately:
 - Notify the school nurse/school administrator.

- Notify the student's parents/guardians.
- Document the specific error on the back side of the Student Medication Record form from the time the error was detected, the time the error was reported, people notified (school nurse, administrator, parent/guardian) and remedial actions taken.

I. General Considerations (Non-Prescription and Prescription Medications):

1. Under no circumstances shall the district supply medication to a student. It shall be the parent's/guardian's responsibility to provide all medication to be taken at school or during a school-sponsored activity.
2. All medications to be administered by school personnel shall be stored in a secure location. This is most often the locked cabinet in the school office. Medication which needs to be accessible to the student must be stored in an appropriate and safe location per student need.
3. The medication record /flow sheet shall be maintained as part of the student's physical health records after the end of the effective date.
4. School personnel shall not be required to document medication that the student self – administers.
5. Parents /guardians are asked to notify the building principal or School Nurse if the student is taking medication that may affect his/her behavior.
6. Parents are responsible for the restocking and safe delivery of the medications to and from school.
7. Medications that are kept in the office during the school year need to be picked up within one week following the last day of school. Medications that are not picked up by that time will be disposed of properly.
8. The “Administering Medication to Students” form shall be updated annually by parent(s)/guardian(s). Note: Information on this form includes a statement from the student's health care practitioner indicating the willingness to accept direct communication from the person dispensing or administering the medication and the specific conditions under which the health care practitioner should be contacted regarding the condition or reaction of the student receiving the medication.

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