

**SERIES 400  
STUDENTS**

Administrative Rule 453.4(2)

**NOTICE TO PARENTS REGARDING MEDICATION ADMINISTRATION AT SCHOOL**

If possible, please arrange for your student to take medications outside of school hours. Physicians can often prescribe medications to be given before or after school. If your student must take medication during school hours, you must provide the following in accordance with the Marshall School District Medication Policy:

**Medication Policy Guidelines:**

- **Students in grades EC-6:** May NOT self-administer oral prescription or non-prescription medications while at school.
- **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.
- **Students grades EC-12:** May NOT self-administer or carry any prescription medications including controlled medications under the Controlled Substances Act of 1970. The exceptions are emergency medications such as asthma inhalers, Epi pens, and Glucagon.

**Administration of Medication at School Guidelines:**

1. **Prescription Medication - Parent and physician** shall complete annually the Authorization for Administration of Prescription/Non-Prescription Medication Form.
2. **Non-Prescription Medication - Parent (only)** shall complete the Authorization for Administration of Prescription/Non-Prescription Medication Form. **However, if the dose exceeds package recommendations, then a physician signature is also required.**
3. The Medication Administration Form may be obtained from each school office or from the School Website page.
4. The school DOES NOT supply any medications. **Prescription and Non-prescription medication shall be supplied by the parent.** Safe delivery of medication to school is parental responsibility. Prescription Medication shall be supplied in an original pharmacy bottle labeled accurately. (Ask your pharmacist for another bottle with same information on it for school administration). Non-Prescription Medication shall be supplied in the original manufacturers container with the students name on it.
5. For students who require Epipens, a special form, "Emergency Health Care Plan for Severe Allergic Reactions" must be completed annually by **parent and physician.**
6. If there is a change in dose on a medication order, you must have written direction from the physician.
7. Parents are responsible for removing medication from school when it has been discontinued /end of the school year within two weeks or it will be disposed of by school personnel.

Legal References: Sections 118.29 Wisconsin Statutes  
118.291

Cross References: 453.4 Administration of Medication to Students  
Administrative Exhibit 453.4 (2), Administering Medication to Students Form  
Administrative Exhibit 453.4 (4), Authorization to Carry and Use an Inhaler  
Administrative Exhibit 453.4 (5), Emergency Health Care Plan for Known Severe Allergic  
Reactions

Date of Adoption: Administrative Exhibit 453.4 (6), Medication Incident Report  
March 21, 2012