

Student**Welfare****Guidelines for Administering Medication to Students**

- A. A building principal in cooperation with the school district nurse, shall designate in writing, the names of appropriate school personnel who will have the authority to administer medications to students in a manner consistent with all relevant policies and procedures.
- B. An employee designated to administer medication will be notified by the building principal and/or school district nurse. They will receive appropriate instruction and training by the school district nurse. Individuals may not be required to administer medications to students by any means other than ingestion. An employee may assume the responsibility of giving a medication by non-oral routes if they are willing and have been properly trained, and it is a task that can be delegated to an employee without a health care license. School personnel administering medications to students are exempt from civil liability, if acting in good faith and have appropriate training. A registered nurse must decline to perform any medical acts or service in which the nurse is not competent to perform due to lack of education, training or experience.
- C. No medications will be administered by school personnel unless the following conditions are met:
 1. For any medication which may lawfully be sold over the counter without a prescription, the parent/guardian must provide written consent to include the student's name, the medication, the reason for the medication, the dosage, the time/circumstances for the administration, the anticipated number of days the medication will be administered at school, possible side effects, parent/guardian signature and date.
 2. For over the counter medications supplied by student's parent/guardian, it must be supplied in the original manufacturer's package and the package lists the ingredients and recommended therapeutic dose in legible format. School personnel may administer non-prescription medication to a student in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student's health care provider. Package should be labeled with student's name. See WUSD medication consent form.
 3. For prescription medications, written consent from the student's parent/guardian must be received to administer medication in the dosage prescribed by the health care provider. The school must receive written instructions from the health care provider regarding the administration of the prescribed medication. This should include medication name, dose, route, frequency, time/conditions, durations, and the health care practitioner's name and contact information. The prescription medication must be supplied to the school in the original pharmacy labeled package specifying student name, name of prescriber, name of drug, dose, effective date, and directions in legible format. See WUSD medication consent form.

4. Written consent for over-the-counter and prescription medication must be provided each school year.
 5. If the prescription or non-prescription medication is required to be injected into the student, inhaled by the student, rectally administered to the student, or administered into a nasogastric tube/gastrostomy tube/jejunostomy tube, the school personnel designated to administer the nonprescription or prescription medication to the student must complete the Department of Public Instruction approved training that is required for administering medication through that particular means prior to administering the medication to the student. The district school nurse will direct the required training.
 6. All over the counter and prescription medications must be brought to the schools by the parent/guardian unless another means of medication drop off is approved by the building administrator and/or district school nurse.
- D. All prescription/non-prescription student medications will be stored in a safe and secure area. Provision will be made for medications requiring refrigeration. Only limited quantities of any medication are to be kept at school. For children on medication that is expected to be required on a daily basis over a period of time, it is the parent's responsibility to insure the refills are provided to school personnel as needed.
- E. A medication administration log will be maintained of the medication (prescription or non-prescription) administered, dosage, date and time administered. This record and the medication consent form will be kept for the duration of the school year in which the medication is given. If medication is not given, the reason shall be noted on the log. Documentation should occur immediately after the medication is administered.
- F. The school nurse will periodically review medication consents and records. The district school nurse will also maintain records of school personnel who have been trained on medication administration.
- G. The written consent and instructions from parent/guardian and health care provider will be kept on file at the school.
- H. An asthmatic student may carry and use a metered dose inhaler/dry powder inhaler while in school or at a school sponsored activity under the supervision of a school authority if all the conditions are met:
1. The student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate symptoms,
 2. The student has written approval of the student's physician and parent/guardian,
 3. Written approval is on file at school. Medication must be properly labeled as indicated in C-3. School personal will not document self-administered medications. Medication must be properly labeled as indicated in C-3.

- I. A student may carry the Epipen® auto-injector if the following conditions are met:
 1. To prevent the onset or alleviate the symptoms of an emergency situation,
 2. The student has the written approval of his/her physician and parent/guardian,
 3. The written approval is on file in the school records.
- J. The building administrator will designate a staff member who will be responsible for administering medication to students who require medication on a field trip or at a time when the student is engaged in a school activity outside of the building. The employee will receive instruction in the administration of the medication and the documentation of any such administration of the medication. The staff member shall carry the medications, which will be issued in a single dose envelope or container labeled with the student's name, type of medication, dose and time to be given.

For field trips and other co-curricular/extra-curricular activities held off school premises, student medications will be stored in a secure location determined by the activity supervisor.

- K. Administration of glucagon or epinephrine by school personnel in emergency situations:
 1. Personnel who are willing to be specifically trained and designated by the school nurse may administer emergency injections to students. School personnel who have been authorized to do so and have received applicable state-mandated training may administer glucagon or epinephrine to a student in an emergency situation if all the requirements for the administration of a prescription medication have been met, or under the following special circumstances:
 - a. For epinephrine, school personnel may use an epinephrine auto-injector to administer epinephrine to any student who appears to be experience a severe allergic reaction and must call "911" .
 - b. For glucagon, school personnel may administer glucagon to any student who is known diabetic and appears to be experiencing a severe low blood sugar event with altered consciousness and must call "911".
 2. Before any emergency injectable medication can be given, procedures outlined above concerning the administration of prescription medication must be followed.
 3. Each student with emergency injectable medication at school will have an individualized emergency plan.
 4. Emergency injectable epinephrine glucagon will be available at schools where emergency response time may be longer. There will be a standing order and protocol signed by the district medical advisor for use of this medication at these schools.
- L. Unused and Outdated Prescription/Non-Prescription Medication: When the duration of time a student is to have taken a medication is complete or the medication is out of date, the parent/guardian will be asked to pick up the unused portions of the medication by a specific date. The notice to parents should also inform them that any medication not picked up by the date

indicated will be disposed of in a safe and proper manner in accordance with the Department of Public Instruction. Unused medications will not be sent home with students.

- M. Unregulated medication: School staff will not dispense medications or substances that are not regulated by the Food and Drug Administration such as herbal or homeopathic remedies. All medications must be recognized as drugs in the official United States Pharmacopoeia and National Formulary or Official Homeopathic Pharmacopoeia of the United States.
- N. Adult students (18 years or older) may self-identify their needs to the building principal.
- O. All school personnel authorized to administer medications to students shall have access to the District's guidelines for administering medication to students' policy and a copy of these procedures.
- P. Wisconsin Department of Public Instruction web casts and tests will satisfy the knowledge portion of the training requirements of school personnel administering medications to students. School personnel must provide adequate skill demonstration to the district school nurse. This should be completed annually. These records will be maintained by the district school nurse.

Policy Approved: March 20, 1985

**Policy Revised: April 27, 1995
 April 25, 2002
 March 18, 2013
 August 25, 2014**