

POLICY 5534
MEDICATION

Nonprescription and prescription drugs shall be taken by students and administered by authorized school employees on behalf of the parent/guardian of the student in accordance with this policy, established District procedures, and state law requirements.

“Administer” means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion or other means, to the human body. “Drugs” means any substance recognized as a drug in the official U.S. pharmacopoeia and national formulary or official homeopathic pharmacopoeia of the United States or any supplement to either of them. “Drug product” means a specific drug or drugs in a specific dosage form and strength from a known source of manufacture. “Nonprescription drug product” means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of state and federal law. “Practitioner” means any physician, dentist, optometrist, physician assistant, advanced practice nurse practitioner, or podiatrist licensed by the state.

Authorized school employees may administer a prescription drug to a student in compliance with the written directions of a practitioner if the student's parent/guardian consents in writing. Authorized school personnel may administer nonprescription drug products with the written consent of the student's parent/guardian. The nonprescription drug product is supplied by the pupil's parent or guardian in the original manufacturer's package and the package lists the ingredients and recommended therapeutic dose in a legible format.

A copy of all written directions by a practitioner and written consent by a parent/guardian shall be on file in the school office. These directions shall be renewed annually or more frequently if there is a change in medication or dosage. Primary responsibility for the medical management and welfare of the children rests with the parent. The District's intention will be to administer as few doses as possible during the school day without impacting the health care of any student.

No school employee, except a health care professional (e.g. physician, registered nurse, or licensed practical nurse), shall be required to administer medication to a student by injection. Each principal shall arrange to have volunteer employees for administration of medication by injection for emergency situations or situations in which the well-being of a student is involved. Such employee volunteers may administer medication by injection in accordance with the written directions of a physician, written consent of a student's parent/guardian, and the written authorization of the principal. Training and periodic monitoring of the employee volunteer shall be completed by a health care professional prior to the administration of any medication to a student by injection.

LEGAL REF.: Wisconsin Statutes

Sections	118.125	Confidentiality/maintenance of student records
	118.29	Medication administration by school personnel; policy/procedure requirements
	118.29(2)m	Wisconsin Administrative Code: Administer epinephrine
	118.29(3)	Emergency Care: Civil Liability Exemption
	121.02(1)(g)	Emergency nursing services standard
	146.81 - 146.83	Confidentiality of patient health care records]
	PI 8.01(2)(g)	Wisconsin Administrative Code Emergency nursing services requirements; medication administration procedures required

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CROSS REF.: 5434 Student Alcohol and Other Drug Use
5531 Emergency Care Services

AFFIRMED: August 13, 1991

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February 22, 2011
August 27, 2013

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A. Required Written Statements

1. Copies of all required written directions of a practitioner and written consent of a parent/guardian pertaining to administration of medication to a student shall be filed in the school nurse's or principal's office.
2. The practitioner providing the direction and prescribing the medication must state in writing, either on the prescription or in a letter, the name of the student, the name of the drug including strength, dosage, time indications, and duration of the prescription; the specific conditions under which he/she should be contacted regarding the condition or reactions of the student receiving the prescription medication. The practitioner must also express a willingness to accept communication from the person dispensing or administering the prescription medication.

B. Medication Administration

1. Designated school employees i.e. health/information assistants, principals, secretaries, teachers, counselors, will dispense and administer medication at the elementary and middle school level.
2. Senior high school students will be allowed to administer their own medication with written parent/guardian permission. Any secondary school student needing prescription medication during school hours must have the prescription on file in the nurse's office. If a student is unable to administer his/her own medication, a designated school employee will assume this responsibility.
3. Parents/guardians of students taking medications labeled twice daily shall administer these at home, unless otherwise ordered by a physician.
4. Parents/guardians of students taking medications labeled three times daily shall administer the first and last dosage, unless otherwise ordered by a practitioner - designated personnel shall administer the middle dosage.
5. Parents/guardians of students taking medications labeled four times daily shall administer the first, third and fourth dosage and the school shall administer the second.
6. WI School Meds on line training course for school personnel will be provided.

C. Medication Storage and Recordkeeping

1. All medication must be supplied in the original container. The label on the bottle must contain the name and telephone number of the pharmacy, the pupil's identification, name of the practitioner, medication name, number dispensed, strength, dose, route, times or circumstances for medication to be given, special directions for storage or dispensing. Non-prescription medication must be in the original container with the directions on the container including pupil's name. The prescribed medication shall be kept in a locked cubicle or drawer. Taking the medication shall be supervised by the designated school personnel at the time conforming with the indicated schedule.
2. Anyone dispensing or administering medication under Board policy and these procedures shall record such action in a log kept in the school nurse's or school office. This log will contain the recorded time the medication was administered and the initials of the person who was responsible for the administration of the medication.
3. Any unused medication at the end of the period for which it was prescribed shall be picked up by the parent/guardian after notification to the parent/guardian, or the medication shall be destroyed.

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D. Liability Exemption

School employees, except health care professionals, shall be immune from civil liability for any acts or omissions in administering medication to students in accordance with Board policy, these procedures and state law requirements unless the act or omission constitutes a high degree of negligence.

School employees and volunteers, other than health care professionals, who in good faith render emergency care to a student, are immune from civil liability for any of their acts or omissions in rendering such emergency care.