

STUDENT MEDICATION

District personnel may administer medication on behalf of the parent of the student where the student's medication regime necessitates the administration of medication in order to permit the student to participate in school activities.

I. Definitions

- A. Parent - means a parent or legal guardian.
- B. School personnel - includes school administrators, teachers, school nurses, health room assistants, teaching assistants, secretaries, and designated volunteers.
- C. "Practitioner"- means any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber, or podiatrist licensed in any state.
- D. Prescribed medications - includes medications prescribed by a practitioner and not available without a prescription.

II. Distribution and Liability Waiver

All school employees or designated volunteers who are authorized to administer drugs to a student are immune from civil liability for any acts or omissions in administering a drug or prescription drug to a student in accordance with this policy unless the act or omission constitutes a high degree of neglect.

III. Prescribed Medications

Prescribed medications may be administered (with contents as required by Sub. III. [A]) by authorized school personnel at all elementary, middle, and high schools. Prescribed medications shall be provided by the parent/guardian and clearly labeled in accordance with Sub. III. (B).

A. Written Authorization

No medication shall be given to a student by school personnel unless the following are delivered to the Principal/designee responsible for administering the medication:

1. Signed, written instructions from the practitioner for the administration of the prescribed medication. Said instructions must specify:
 - a. name of the student.
 - b. name of the medication.
 - c. the prescribed dosage.
 - d. the frequency of administration.
 - e. the conditions and circumstances requiring the administration of the medication when applicable .

The required information shall be provided on the Prescription Medication Authorization form.

B. Medication information required

Medication to be administered at school must have the following information printed on the container in language understandable to the lay person:

1. Student's full name.
2. Name of drug and dosage.
3. Frequency of administration.
4. Practitioner's name.

C. Personnel Designated to Give Medication

Medications will be administered by the School Nurse and/or by individuals designated by the Principal or the School Nurse. In the case where a student's medication regime requires the administration of medication in order for the pupil to participate in an off-campus school activity, a teacher or designee is authorized to administer medications in accordance with the written instructions on file in the school office.

Only limited quantities of any medication are to be kept at school. Said medications are to be kept in a safe place not accessible to students, and given out only by school personnel designated to administer the medication.

Once all medications have been administered in accordance with the instructions and consent forms, the appropriate school personnel shall contact the parent and provide the opportunity for them to pick up the medication by a specific date or the medications will be destroyed. Unused medications shall not be returned to any pupil.

D. Updating/Changes in Medication

All authorization forms must be renewed each school year and/or any time a medication is changed. Any change in dosage, time of administration or continuance of administration must be in writing.

E. District Records Required

Accurate and confidential written records shall be established and maintained for each student receiving medication.

1. Copies of completed Medication authorization forms are to be maintained in the school/health office.
 2. The designated school personal shall maintain a current record of students in his/her school requiring medication during school hours. The record shall include the student's name, type of medication, dosage, time to be given, parent's name and practitioner's name .
2. A record of the administration of medications shall be maintained. The record shall include the student's name, type of medication, dosage, time administered, and the name of the individual who administered the medication.

IV. Non-Prescription Medications

Non-prescription medications may be administered (with consent as required in Sub. IV. (A)) by authorized school personnel at the elementary, middle, and high school levels so designated by parents/guardians. Non-prescription medications must be provided by the parent and clearly labeled in accordance with Sub. III. (B).

A. Written Authorization

Non-prescription medications (over the counter) can only be administered by school personnel with written parental/guardian approval on a non-prescription authorization form. Written instructions must be signed by the parent and shall include:

1. the prescribed dosage, not to exceed the manufacturer's recommendation for age and weight.
2. the frequency of administration.
3. the conditions and circumstances requiring the administration of the medication when applicable.

Once all medications have been administered in accordance with the instructions and consent forms, the appropriate school personnel shall contact the parent and provide the opportunity for them to pick up the medication by a specific date or the medications will be destroyed. Unused medications shall not be returned to any pupil.

V. Asthmatic Pupils; Possession and Use of Inhalers

While in school, at a school-sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all of the following are true:

- A. The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
- B. The pupil has the written approval of the pupil's physician and, if the pupil is a minor, the written approval of the pupil's parent or guardian.
- C. The pupil has provided the school principal with a copy of prescription authorization.

VI. Nutritional Supplements

The use of nutritional supplements or non-traditional alternative remedies in pill, capsule or table form, although not considered medication, may come under jurisdiction of this policy, depending on the intended use of the supplements. Parents shall be strongly encouraged to administer all nutritional supplements that are in any form at home.

Under rare circumstances where a parent requests that such supplements be taken at school, the parents shall be asked to consult with their physician and provide documentation that the supplement is required to be taken at school. When authorized by a physician for consumption at school the supplements shall be given in accordance with the administration of non-prescription medication. By administration of such supplements the district nursing or support staff assumes no responsibility for monitoring the quantity/dosage or effects of such supplements.

The parent may be required to provide additional documentation to the school. A parent shall provide appropriate documentation of name, type, dosage, any known or reported side effects and such other documentation as the school requests of any and all nutritional supplements authorized by a physician and parent as necessary to be given at school.

Nutritional supplements shall be supplied in the original container or packaging.

Coaches and other school employees are prohibited from recommending student use of any nutritional supplements or being involved in the dissemination of such products to students. Any

coach or other school employee who violates this policy shall be subject to disciplinary action in accordance with established District procedures.

Legal Reference: Wis. Stats. 118.29

Adopted: 5/10/71
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