

SCHOOL DISTRICT OF WAUZEKA-STEUBEN
ADMINISTERING MEDICATIONS TO STUDENTS

It is the policy of the School District of Wauzeka-Steuben to provide for the health and safety of all students in attendance. This includes providing for the proper health care of the children who may require administration of medications or treatments during the school day, when absolutely necessary. Although administering medications during the school day is to be avoided as much as possible, it is recognized that there will be times when it must be done.

In all instances when prescription medication is to be administered under this policy, the practitioner prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication.

Medications or treatment cannot be administered to a student without written instructions and permission signed by the student's parent/legal guardian. A "Medication Consent Form" must be properly completed and returned to the student's school.

No prescription medication shall be given to a student by an employee of the District unless the following have been received in the school where the medication will be administered:

1. Written instructions from the prescribing practitioner for the administration of the prescribed medication; such instructions shall be signed by the prescribing practitioner.
2. Written instructions such as the Medication Consent Form, should include:
 - the name of the drug,
 - the dose,
 - approximate time it is to be taken,
 - the diagnosis or reason the medication is needed,
 - a list of adverse effects that may be reasonably expected,
 - contraindications to administering the medication.
3. A written statement from the prescribing practitioner which identifies the specific conditions and circumstances under which contact should be made with him or her in relation to the condition or reactions of the student receiving the medications, and reflects a willingness on the part of the healthcare provider to accept direct communications from the person administering the medication.
4. A written statement from the parent/legal guardian authorizing school personnel to give medication whether the dosage is prescribed by the practitioner or an over-the counter medication and authorizing school personnel to contact the practitioner directly.
5. A written authorization form from a healthcare practitioner for an over-the-counter medication that is to be given daily for greater than 10 days.
6. Written approval from the pupil's practitioner for the administration of a nonprescription drug product in a dosage other than the recommended therapeutic dose.

7. Written approval from pupil's practitioner is required for administration of any medication product that contains aspirin.
8. Whenever possible, parents/legal guardians should hand-deliver prescribed and over-the-counter medication to the school office. The School Nurse or administrator reserves the right to require parents/legal guardians to bring medicine in as necessary.
9. Authorization for prescription and over the counter medication must be obtained annually and when changes occur. (Annual authorization for prescription and over the counter medications will be valid for students attending summer school).
10. Prescription drugs to be administered in the school or at a school district site/program must be supplied by the student's/participant's parent/legal guardian in the original pharmacy-labeled package and have the following information printed, in a legible format, on the container:
 - a. student's/participant's full name,
 - b. name of the drug and dosage,
 - c. effective date,
 - d. directions,
 - e. time to be given, and
 - f. prescribing practitioner's name.
11. Nonprescription drug products to be administered in the school or at a school district site/program must be supplied by the student's/participant's parent/legal guardian in the original manufacturer's package and the package shall list the ingredients and recommended dosage in a legible format.
12. School personnel administering medications to students are exempt from civil liability if acting in good faith and have appropriate training.
13. The school employee who is authorized to administer medication is immune from civil liability for his/her acts or omissions in administering medication to a student unless the act or omission constitutes a high degree of negligence.
14. School nurses, as District employees or contracted employees, are regulated by the Wisconsin Nurse Practice Act; therefore, they are not necessarily immune from civil liability for the aforementioned acts or omissions.
15. The School District of Wauzeka-Steuben Administrator or Principal who authorizes an employee or volunteer to administer a drug or prescription drug to a student will be immune from civil liability for the action authorized, unless a court determines that the action constitutes a high degree of negligence.
16. School personnel and volunteers who administer medication in the school setting shall receive proper training, supervision, and evaluation as defined in Wisconsin Administrative Code N. 6.01 and Wisconsin Department of Public Instruction training guidance. No school bus driver, employee, or volunteer may administer a nonprescription or prescription drug that must be injected, inhaled, rectally administered, or administered into a nasogastric, gastronomy, or jejunostomy tube, unless he/she has received training in administering those

drugs that has been approved by the Department of Public Instruction (DPI). This training provision does not apply to health care professionals.

Legal References: Wisconsin State Statutes §§ 118.29, 118.291, and 121.02(1)(g) Wisconsin Adm. Code N.6.03(3); 946.10, 946.12, 946.13

Cross References: Medication Consent forms, Medication Administration Incidents Report, Policy 443.4 Student Alcohol and Other Drug Use, Policy 453.1 Emergency Nursing Services, Policy 453.4 Rule – Administering Medication to Students

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