

**SCHOOL DISTRICT OF WAUZEKA-STEUBEN**  
**ADMINISTRATION MEDICATIONS TO STUDENTS**  
**(PROCEDURES)**

School personnel authorized by the building principal or school administrator to administer medication to students shall be provided appropriate instruction approved by Wisconsin Department of Public Instruction (DPI) and will be supervised by the School Nurse. Determining which individuals should be responsible for medication administration will be the joint responsibility of the building administrator and the School Nurse.

No employee, except a health professional, will be required to administer any medication to a student by any means other than ingestion. However, the student's parent/legal guardian or a trained and authorized staff person or volunteer must be available to administer medication that is injected (or other mode of delivery) in all academic environments, including field trips.

1. No prescription or non-prescription drug product will be administered by school/school district personnel without the Medication Consent form being filled out and returned to the School Nurse or school district administrator's designee.
  - a. Medication Consent Form must be filled out by the parent/legal guardian and returned to the School Nurse or school district administrator's designee.
  - b. For a prescription medication, a Medication Consent form must be filled out by a prescribing practitioner and returned to the RN or school district administrator's designee.
  - c. The School Nurse or administrator/principal's designee shall maintain an accurate medication file, which includes all of these necessary forms for each student/participant receiving medication. Any changes shall be communicated to the School Nurse or school district administrator's designee by both the prescribing practitioner and parent/legal guardian.
2. 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,
  - f. prescribing practitioner's name.
3. 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.
4. The School Nurse reviews medication orders upon receipt to evaluate if medication administration can safely be delegated.

5. Prescription and non-prescription drugs will be administered to the student/participant at the designated time by the school district administrator's designee, or by an individual who has been authorized to do so.
6. Parents/Legal guardians are responsible for supplying the prescription or non-prescription drug for their child.
7. The school district staff person designated to administer medications shall see that the medication is given within 30 minutes before or after the time specified by the health care practitioner.
8. All prescription and nonprescription drug products administered at the school will be kept in a locked cubicle, drawer, or other secure manner that maintains the medications' effectiveness.
9. Emergency medications will be stored in a reasonably accessible location (student's classroom, School Nurse's office, main office).
  - a. Medication should be kept in a secure but unlocked area
  - b. Staff should be aware of the storage locations, and of any back-up supply
  - c. Students may be allowed to carry their own emergency medication when appropriate
  - d. An individual is identified to maintain a schedule for tracking medication status and expiration dates of emergency medications
10. For controlled substances school office personnel shall verify the amount of medication delivered by counting individual units of medication in the presence of either the adult who delivers it or another school personnel. The amount of medication shall be documented by school office personnel. School officials and/or adult delivering medication shall document verification of the medication count by initialing the medication administration form.
11. Controlled substances shall be counted and reconciled each month. The amount of medication and initials of personnel who verified medication count shall be documented on medication administration form.
12. If the medication to be given is other than oral, the person giving the medication shall be provided instruction by the physician or registered nurse and approved by DPI, and demonstrate or provide evidence of appropriate learning. The School Nurse will perform an initial evaluation of the extent to which the medication may be delegated, with such delegation appropriately accepted by unlicensed or licensed school employees.
13. Students may self-carry albuterol inhalers and epinephrine auto-injectors if they have a medical order, have been instructed by their healthcare provider in the correct and responsible way to use an albuterol inhaler and/or epinephrine auto-injector, and have been assessed by the School Nurse as having the appropriate self-management skills.
14. The length of time for which the drug is to be administered, which is not to exceed the current school year, including summer school or the length of the school district program, shall be contained in the written instructions from the prescribing practitioner.

- a. Further written instructions must be received from the prescribing practitioner with the consent of the parent/legal guardian if the drug is to be discontinued or any other change is to be made in the prescribing practitioner's original instructions.
15. An accurate and confidential system of record keeping shall be established for each student/participant receiving drug products.
16. An individual record for each student/participant receiving a drug product shall be kept by the School Nurse in the health office or the district administrator/principal's designee at a designated place at the school district site. The individual record shall include the type of drug product, the dose, the time given, the duration, and an inventory of the amount of drug product.
17. In the event of a drug administration error, a parent/legal guardian and the School Nurse will be notified. Prescribing physician will be notified if parent/legal guardian or School Nurse feels it is appropriate or necessary. A written incident report explaining the error shall be completed by the School Nurse or school district administrator's designee or other employee involved, if any, and such report shall be filed with the student or participant health record and sent to School Nurse.
18. Prior to the end of school, parent(s)/legal guardian(s) will be notified to pick up any remaining unused medication. The parent/legal guardian shall pick up unused portions of medications within five (5) business days after the completion of the school year or when medications have been discontinued. Medication/Treatment supplies will be destroyed if they have not been picked up after five (5) business days after the completion of the school year.

### **Alternative Medication (Food Supplements, Natural Products)**

For the safety and protection of students, alternative medication will not be given in the school setting unless approved by the FDA or prescribed by a practitioner.<sup>(2)</sup> The following criteria must be met:

- an original container is provided,
- use for student is indicated,
- appropriate dosing for student is clearly stated on the label/packaging insert,
- possible untoward effects are listed,
- signed parent/legal guardian statement,
- signed practitioner consent if non-FDA approved.

### **Emergency Medication**

**Epinephrine:** Authorized staff (school bus driver, employee, or volunteer) may use an epinephrine auto-injector to administer epinephrine to any pupil who appears to be experiencing a severe allergic reaction if, as soon as practicable, the school bus operator, employee or volunteer reports the allergic reaction by dialing the telephone number "911" or, in an area in which the telephone number "911" is not available, the telephone number for an emergency medical service provider (See Staff Administration of Non-Student Specific Epinephrine Policy and Procedure)

**Glucagon:** Authorized staff (school bus driver, employee, or volunteer ) may administer glucagon to any pupil whom they know is diabetic and who appears to be experiencing a severe low blood sugar

event with altered consciousness if, as soon as practicable, the school bus operator, employee, or volunteer reports the event by dialing the telephone number “911” or, in an area in which the telephone number “911” is not available, the telephone number for an emergency medical service provider (see Staff Administration of Glucagon Policy and Procedure)

### **Field trips**

The following applies to any school sponsored activity including: field trips, athletics, student groups or clubs, and any overnight events/field trips when a student has a medication on file that may need to be given.

The school administrator or his/her designee assigned to administer student prescribed medications shall:

1. Document the following items on an envelope with the school’s return address on it:
  - a. Name of the student
  - b. Name of the drug,
  - c. Dose,
  - d. Approximate time it is to be taken,
  - e. Instructions pertinent to administration of the medication.
2. Place one medication dose in envelope (if student requires more than one medication while on field trip, place each dose in a separate envelope).
3. Securely tape the envelope containing the prescribed medication to prevent loss of the medication.
4. Ensure that the responsible person in charge of the care of the student on the field trip is aware of any side-effects of the prescribed medication and whom to contact should an emergency occur.
5. Explain to the individual who will be administering the medication(s) on the field trip that he/she must follow the procedures listed below to comply with the District’s policy:
  - completely fill out the label attached to the student’s envelope containing the prescribed medication(s)
  - take the envelope to the school office to the administrator or his/her designee in charge of student prescribed medication(s) and record keeping immediately upon return from the field trip.

**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 form, Policy 443.4 Student Alcohol and Other Drug Use, Policy 453.4 Administering Medications to Students

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