

## ADMINISTERING MEDICATION TO STUDENTS

453.4

Medications should be administered to school children at home rather than at school whenever possible. School personnel, authorized in writing by the building principal, may administer medications to students under established conditions.

School personnel authorized to administer medications to students shall be provided appropriate instruction and shall not be required to administer any medication to a student by any means other than ingestion unless an immediate lifesaving first aid need administration is necessary. School District of Phillips Administering Medication to Students Policy aligns with the Wisconsin School Medication Law, Section 118.29 Wis. Stats., allows medication to be administered by school staff with a prescription and in a pharmacy-labeled container. Medications are defined as “any substance recognized as a drug in the official U.S. pharmacopeia and national formulary or official homeopathic pharmacopeia of the United States or any supplement to either of them.”

The following procedures have been established to facilitate the administration of medication to students requiring medication while attending school or school-sponsored activities.

### A. Definitions

1. Prescription medications – those medications that are obtainable only with the written prescription of a practitioner. The definition of a “practitioner” is a licensed physician, dentist, podiatrist, and includes optometrist, physician assistant, and advanced practice nurse prescriber.
2. Non-prescription medications – medications that can be obtained over-the-counter.

### B. Prescription Medications

In order to ensure that the prescribing physician retains the power to direct, supervise, decide, inspect and oversee the administration of prescribed medication, the following procedures shall be followed:

1. Consent Form – No medications will be administered by school personnel or their agents unless and until medication consent forms from the physician and parent/guardian are completed and returned to the principal.
2. Medication Information – Medication to be administered at school must have the following information printed in language understandable to the lay person on the original container:
  - a. Child’s full name, date of birth

- b. Name of medication, dose, route, frequency, time/conditions, duration
  - c. Physician's name
  - d. Date prescription was filled
3. Self-Administration (grades K-12) – Students grades 9-12 may self administer certain emergency prescription medications such as epinephrines for allergic reaction, and inhalers for asthma while at school or school activities only under the supervision of school staff (Wisconsin State Statute 118.291, Wisconsin State Statute 118.292, and Wisconsin State Statute 118.2925 ). The student must have the written approval of the student's physician and the written approval of the student's parent or guardian. A copy of this approval will be present in the student's school and maintained in the medical record. The medical record is to be updated annually. A medication consent form must be completed as detailed above for prescription medications. Such medications may be kept in a secure place by the individual student only if deemed appropriate by the student's principal and health services supervisor. In such cases where it is not deemed appropriate, the emergency medication will be kept in a secure place by the teacher or as directed by the principal, taking into consideration the need for emergency access to the medication.

No student shall be permitted to possess and self-administer medications considered controlled substances per WI State Dispensing Laws, and the Controlled Substance Act (US. congress 1970). For Non-prescription medication, written consent from the parent or guardian is required. For prescription medication, written consent from the health care provider and parent or guardian is required. Medications must be carried in a clearly labeled, original container and only the maximum dosage of medication needed during one school day shall be brought to school.

A student with Insulin Dependent Diabetes Mellitus may possess and use insulin upon receipt of the Medical Management Plan or a District Health Plan. The student must have the written approval of a prescribing practitioner and their parent or guardian on file in the Health Office and updated annually.

4. Anti-Depressant Medication – Parents shall transport anti-depressant amphetamines and drugs with “street value” to school.

#### C. Non-Prescription Medications

1. Designated personnel may administer non-prescription (over-the-counter) medications to students only with parental approval as indicated by written consent of the parent or legal guardian.
2. All criteria listed in section B (1) and (2) concerning prescription medication shall be adhered to regarding non-prescription medication, with the exception of the written authorization from the physician.
3. Students in grades 9-12 may self-administer oral non-prescription medications while at school. The individual student may keep such medications. Parents may request school staff to monitor student self-administration. In such cases, a medication consent form shall be completed by the parent/guardian, and the medications shall be stored in the health room.
4. Students in grades K-8 may not self-administer oral non-prescription medications while at school.

D. Emergency Administration of Medications by Means Other than Ingestion

1. Personnel are not required to administer medications by means other than ingestion unless required as emergency first aid in a life-threatening situation.
2. Personnel designated to administer medications may indicate a willingness to provide medications in an emergency by means other than ingestion. Personnel indicating a willingness shall receive appropriate instruction in administering medications by parental means.
3. A school bus operator, school 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 practical, the bus operator, employee, or volunteer reports the allergic reaction by dialing "911". School bus operators, school employees, or volunteers may also help administer glucagons to treat diabetes. A school bus operator, employee, or volunteer is immune from civil liability for his or her acts or omissions in administering a drug to a pupil unless the act or omission constitutes a high degree of negligence.

E. Employees Designated to Administer Medication

1. Medication Administration - Medication will be administered to the child at the designated time by school personnel who have been authorized to do so.

2. Responsibility – It is the responsibility of the student, if appropriate, (not school personnel) to take his/her medication at the designated time. School personnel should make a concerted effort to locate students who do not report and document what effort was made.
3. Storage of Medications – Only limited quantities of any medication are to be kept at school. Medications to be administered by authorized school personnel are to be kept in a safe locked location, not accessible to students and checked out only by a district employee or agent designated to administer the medication.
4. Time Period for Medication Administration – The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician 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 physician's original instructions.

All medications, whether over the counter or prescription, shall be picked up by the parent prior to the first week in July. Medications not picked up by parents will be properly disposed of by the school secretary under the supervision of the Price County nursing staff.

5. Maintenance of Medication Records – An accurate and confidential system of record keeping shall be established for each student receiving medication.
  - a. Information on the administration of medications shall be kept in the school office. Such information shall include a list of students who are being administered medication during the school hours and the type of medication, the dose, the time given, and the length of time for which the medication is to be administered.
  - b. An individual record for each student receiving medication shall be kept by the school secretary in the office, including the type of medication, the dose, the time given, the duration, and the inventory of the amount of medication.
6. Staff Responsibility – School personnel shall, under no circumstances, provide aspirin or other non-prescribed medicine to students without meeting all the

criteria in this policy and procedure including the necessity of having written authorization from the student's parents/legal guardian.

#### F. Medication Storage

Medication will be stored in a secure location. Medication which needs to be accessible to the student will be stored in an appropriate location per student need (i.e., emergency medications). Medication will be stored to maintain quality in accordance with the manufacturer's or health care practitioner's storage instructions.

For field trips and other co-curricular or extracurricular activities held off school premises, student medication will be stored in a secure location determined appropriate by the activity supervisor, keeping in mind the manufacturer's or health care practitioner's storage instructions.

The parent or guardian shall pick up unused portions of medication within seven days after the completion of the school year or when medications have been discontinued. Student medications that have reached their expiration date and medications that have not been picked up by the student's parent or guardian will be disposed of in a safe and proper manner in accordance with DPI's Guidelines for Disposal of Medications in the Schools

#### G. Documentation

An accurate individual student record of administered medication will include:

1. Demographic data such as name, birthdate, level/grade, school year.
2. Medication name, dose, date/time given.
3. Verify the amount of medication supplied to the school and date of receipt
4. The person receiving the medication shall ensure that the student's name is affixed to the package of any non-prescription drug product.
5. Signature of person administering, or for subsequent administrations the person's initials may be used.
6. Documentation of medication must be completed immediately after the administration to the student to assure accuracy and safety.

7. Document the reason medication may not be administered (e.g. student was absent, student refused to take the medication, lack of supply of medication from the student's parent or guardian).
8. Document any medication administration that deviates from the instructions of the health care practitioner and parent or guardian (medication administration error) on the medication administration log.

#### H. Training of Designee

The health care professional, in collaboration with a school administrator, has the authority to delegate medication administration to a school employee in compliance with Wisconsin State Statute 441.06(4) and Wisconsin Administrative Code N 6.03(3) if the following are met:

1. The task must be commensurate with the education, preparation, and demonstrated abilities of the delegate.
2. The delegate's administration of medications is periodically observed, monitored, and documented by the school nurse.
3. The delegate completes the online DPI training course for the medication(s) to be administered, completes the test, presents the test to the school nurse for scoring and completes a skills assessment administered by the school nurse; if the method of administration requires such training. Methods of medication administration which require the completion of a DPI approved training are: injection, inhalation, rectally administered, or administered through a nasogastric tube, gastrostomy tube, jejunostomy tube.
4. School Personnel will be informed on a need to know basis when a student is taking medication for serious or chronic health conditions, so that they can observe for side effects of the medications.

#### I. Rights and Responsibilities

Designated school personnel have the responsibility to:

1. See that the medication is given within 30 minutes before or after the time specified by parent and practitioner.
2. Maintain the medication administered at school in a secure place which also maintains medication quality in accordance with the manufacturer's or health care practitioner's storage instructions.

3. Report to guardian/parent any dose changes, inconsistencies, or medication side effects.
4. Keep a copy of the Medication Policy in an accessible spot for immediate reference.
5. Document all medication administered or reason medication may not be administered (e.g. student was absent, student refused to take the medication, lack of supply of medication from the student's parent or guardian)
6. Document any medication administration that deviates from the instructions of the written physician orders and parent or guardian on the medication administration log. Some examples of medication errors include: administration of a medication to the wrong student, administration of the wrong medication to a student, administration of the medication at the wrong time, and failure to administer the medication in accordance with the appropriate health care practitioner and parent or guardian instructions. An incident report should be completed and submitted to the school nurse. The student's parent or guardian and health care practitioner (if applicable) should also be notified of the incident.
7. The above documentation should occur immediately after the medication is administered to the student to assure accuracy and safety

J. Distribution of Policy and Liability Waiver

All school employees who are authorized to administer medications to a student shall receive a copy of the Medication Administration to Students Policy and Rule and shall be advised that, pursuant to the provision in Wisconsin State Statute 118.29, they 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 is found by a court to constitute a high degree of negligence.

The School District administrator or any school principal who authorizes an employee or to administer a non-prescription or prescription medication to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence

Legal Ref:

Wisconsin State Statutes

118.125, Pupil Records

118.29, Administration of drugs and emergency care

118.291, Asthmatic pupils; possession and use of inhalers 118.292,  
Possession and use of epinephrine auto-injectors 118.2925,  
Life-threatening allergies in school; use of epinephrine auto-injectors  
121.02(1) (g), Provide for emergency nursing services  
146.82, Confidentiality of patient health care records  
146.83, Access to patient health care records  
441.18, Prescriptions for and delivery of opioid antagonists 448.037,  
Prescriptions for and delivery of opioid antagonists

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