

## ADMINISTRATION OF MEDICATION TO STUDENTS

### POLICY

Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis.

The District shall administer medication in accordance with Wisconsin State Statutes 118.29, 118.291. The District may administer any prescription medication to a student in compliance with the written instruction of a practitioner and written consent from the student's parent/guardian/legal custodian as defined by Wisconsin State Statute 118.29. Administration of nonprescription medication requires the written instruction and consent of the student's parent/guardian/legal custodian. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and written consent from the student's parent/guardian/legal custodian. Students with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of the student's physician and parent/guardian/legal custodian.

Medication administration may be delegated by the school nurse hired to any school employee with proper training, supervision, and evaluation as defined in Wisconsin Administrative Code N. 6.01 and DPI training guidance. Determining such individuals will be the joint responsibility of the principal and the school nurse. The school employee who is authorized to administer medication is immune from civil liability for their acts or omissions in administering medication to a student unless the act or omission constitutes a high degree of negligence. The District administrator or principal who authorizes an employee 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.

No school employee, except a health care professional, may be required to administer medication to a student by any means other than oral ingestion.

Procedures for obtaining and filing written instructions and consents for medication administration, and the protocols for storage, administration, and documentation are delineated in this policy's Administrative Rule.

### PROCEDURE

#### **Training of Designee**

The school nurse, in collaboration with a principal, 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:

- The task must be commensurate with the education, preparation, and demonstrated abilities of the delegate.
- The school nurse provides direction (training) and assistance to the delegate.
- The delegate's administration of medications is periodically observed, monitored, and documented by the school nurse.
- The delegate completes the online DPI training course for the medication(s) to be administered and submits certificate of completion to the school nurse.

- 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 to the medications.

## **Consent to Administer**

### **A. Prescription Medications**

A written, signed statement from the parent/guardian/legal custodian and a written, signed instruction from a practitioner must be on file at the school authorizing school personnel to administer any medication. (See Medication Authorization Form) The statement must include:

- Student name, date of birth
- Medication name, dose, route frequency, time/conditions, duration
- Reason for medication
- Name of practitioner
- Parent/guardian/legal custodian signature, practitioner signature, date

Medication Authorization Form is available in each health office and downloadable on the District web site.

Requests must be renewed each year or more often if changes in dosage occur. All changes will be noted on the medication administration record, dated and initialed by the designee. Prescription medications must be supplied in a pharmacy-labeled container indicating the correct dosage and administration instructions.

The school nurse shall be informed by school personnel of all students receiving medication and any changes in dosage. The school nurse will review the medication record periodically and use professional judgment in contacting the practitioner, school personnel, or parent/guardian/legal custodian to resolve inconsistencies in administration directions.

### **B. Non-Prescription Medications**

Non-prescription medication (over-the-counter) which is FDA approved can be administered.

- A written, signed statement from the parent/guardian/legal custodian must be on file at school authorizing school personnel to administer (Medication Authorization Form).
- Non-prescription drugs must come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose.
- Non-prescription medications must be supplied by parent/guardian/legal custodian in the original container with the student's name affixed.
- Any non-prescription medication intended for long-term use on a daily basis must be accompanied by a practitioner's signature.
- All medication must be supplied by the parent/guardian/legal custodian.

### **C. Food Supplements, Natural Products**

For the safety and protection of students, food supplements and natural products will not be given in the school setting unless approved by the FDA or prescribed by a practitioner. 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/guardian/legal custodian statement.
- Signed practitioner consent if non-FDA approved.

Parents/guardian/legal custodian may come to school to administer natural products.

### **Self-Administered Medication**

- Students with asthma may possess and self-administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the written approval of a prescribing practitioner and the written approval of the student's parent/guardian/legal custodian updated annually. (Health Plan or Medication Authorization Form).
- A student with life-threatening allergies may possess and use an EpiPen upon receipt of the Allergy Action Plan or Medication Authorization Form. This form has the written approval of a prescribing practitioner and the parent/guardian/legal custodian updated annually.
- A student with Insulin Dependent Diabetes Mellitus may possess and use insulin upon receipt of the Health Plan or Medication Authorization Form. This form has the written approval of a prescribing practitioner and the parent/guardian/legal custodian updated annually.
- Students are not to share over-the-counter medication and or prescription medication with any other student. Everyone reacts differently to medication and for safety no sharing of medication will be permitted. Students will be subject to disciplinary action if they share medication.
- Responsible high school age students, as determined by the parent/guardian/legal custodian, school nurse, and administrator, may possess and self-administer over the counter medications with written parental permission.

It is recommended that a written statement identifying the medication and granting permission for self-administration be signed by the parent/guardian/legal custodian. This statement should be carried by the student or maintained in the school's medication file.

Factors to be considered will be:

- Type of medication
- Reason for medication
- Age of student
- Responsibility of student

### **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 (i.e., refrigeration).

The parent/guardian/legal custodian shall pick up unused portions of medication after the completion of the school year or when medications have been discontinued. After notification at the end of the school year, medications may be destroyed.

## **Documentation**

An accurate individual student record of administered medication will include:

- Demographic data such as name, birth date, level/grade, school year.
- Medication name, dose, date/time given.
- Signature of person administering written in ink.
- Dose changes, dated, with the signature of designee and cosigned by the school nurse.
- Document all medication administered immediately.
- Document the reason medication may not be administered (absent, refusal).
- Document and report errors and or missed medications to the school nurse immediately.

The Student Medication Record(s) will be maintained in the student health record after discontinuation of the medication.

## **Rights and Responsibilities**

Designated school personnel have the responsibility to:

- See that the medication is given within 60 minutes before or after the time specified by parent and practitioner.
- Maintain the medication administered at school in a secure place, which also maintains medication quality (i.e., refrigeration for liquid antibiotics).
- Report to the school nurse any dose changes, inconsistencies, or medication side effects.
- Keep a copy of the Medication Policy in an accessible spot for immediate reference.
- Document all medication administered or reason medication may not be administered (absent, refusal).
- Report errors and or missed medications to the school nurse immediately.

Designated school personnel have the right to refuse to administer medication to students when the medication administration procedures as described in Section II above have not been completed.

The professional school nurse has the responsibility to:

- Review medications and any changes in medications administered at school.
- Use professional judgment in carrying out the policy.
- Provide information on medication side effects.
- Provide training, supervision, and evaluation of the administration of medication in the school.
- Maintain records of staff completion of medication administration.

## **Distribution of Policy and Liability Waiver**

All school employees or volunteers who are authorized to administer drugs to a student shall receive a copy of this policy 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 district administrator or any principal who authorizes an employee to administer a drug or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence.

**LEGAL REF.:** 118.125 - Wisconsin Statutes  
118.29 - Wisconsin Statutes  
118.291 - Wisconsin Statutes  
121.02(1)(g) - Wisconsin Statutes  
146.81 - 146.84 - Wisconsin Statutes  
PI 8.01(2)(g) - Wisconsin Administrative Code

**CROSS REF.:** 347 - Student Records  
443.4 - Student Alcohol and Other Drug Abuse  
453.1 - Emergency Nursing Services  
453.3 - Communicable Diseases  
District Exposure Control Plan

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