



Book	POLICY MANUAL
Section	400 STUDENTS
Title	School Medication Policy
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The following guidelines incorporate provisions for the safety and protection of the pupil on medication, his/her classmates, and the school personnel involved.

1. Students requiring medication at school shall be identified by parents to the administrator or health room professional. The administrator or health room professional shall assume authority for involving designated school personnel or appropriate health care personnel in administration of the medication. All medication authorizations need to be updated, at a minimum annually, based upon the academic school year.

2. Administration of Prescription Medications

- a. Prescription medications may be administered once a medication card is completed with written instructions from a medical provider and the written consent of the student's parent or guardian. The Medical Provider is defined as a physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber and podiatrist.
- b. By signing the medication card, the parent and provider are providing consent to accept direct communication from the person dispensing or administering the medication and the specific conditions under which he/she should be contacted regarding the condition or reaction of the student receiving the medication.
- c. Prescription medication must come in the original pharmacy-labeled package and the label must specify the name of the student, name of the prescriber, prescribed medication name, dose, effective date, and directions for administration in a legible format.
- d. A registered nurse (RN) or health room professional acting under the direction of the district nurse may accept a telephone order from a licensed health care provider. A verbal order will not be accepted from a parent or guardian. A telephone order must be confirmed by a written order from the medical provider within 14 days.
- e. Short-term prescription medication (taken for 14 days or less) may be administered by a designated school personnel with written parental permission only.

3. Administration of Non-Prescription Medications

- a. A medication card must be completed by a parent or guardian that includes written instruction specific to timelines and reason for administration. Completion of the medication card is required for the administration of any medication to a student. The medication must be lawfully sold over the counter without a prescription. Parental written requests to administer non-prescription medication in a dosage other than the recommended therapeutic dose must also be accompanied by the written approval of the student's medical provider.

- b. Non-prescription medications must come in the manufacturer's packaging with a list of ingredients and recommended therapeutic dose in a legible format. They will not be accepted if the medication has expired.
- c. Designated school personnel will not administer non-FDA approved medication or products. Non-FDA approved medications include but are not limited to: homeopathic, herbal, or non-traditional remedies, and dietary supplements.
- d. Health Room Professionals will not accept or provide aspirin to any student without a medical providers written instructions due to the risk of Reye's syndrome.

4. Administration of Emergency Medications

- a. In the event the school is informed that one of its students has a serious or life threatening health condition in which emergency medications may be necessary, a medication card will need to be completed.
- b. Training to staff for the use of rescue (immediate-acting) inhalers, epinephrine, glucagon and diazepam is required on an annual basis with DPI approved materials and involves two training components: knowledge and administration skill. The knowledge portion of the training for emergency medication must be completed every 4 years and includes the following:
 - i. Understand the need and procedures to maintain confidentiality related to medication administration.
 - ii. Identify the five rights or guidelines of medication administration; the right student, right medication, right time, right route, and right dose.
 - iii. Identify effective documentation of medication administration
 - iv. Identify emergency situation and appropriate procedures for responding to an emergency.
 - v. Identify procedures related to emergency administration of inhaler, epinephrine, glucagon and diazepam.

The skill component must be completed annually and must include a demonstration of administration of these emergency medications by a Registered Nurse.

- c. Medication administration may be delegated by the health room professional or administration as defined in Wisconsin State Statute 44.1.06(4) and the Wisconsin Administrative Code N.6.03(3) and DPI training guidance. The process of delegation includes: instruction regarding the plan of care, administration of medication and/or procedure, direction, assistance, observation of those supervised, and evaluation of the effectiveness of the delegated nursing act.
- d. School personnel may be assigned by a school administrator to administer oral medication. School personnel are not obligated to administer a drug or prescription drug to a student by any means other than ingestion, but they may do so with appropriate training and supervision. An employee's responsibility to perform a delegated nursing task may be part of the employee's job description. In such cases, the employee's agreement to perform a nursing task, with appropriate training and supervision, may be a stipulation of their employment.
- e. Upon administration or concurrent with the administration of epinephrine, glucagon and diazepam, emergency medical services or "911" may be called.

5. Medication Administration Documentation

- a. All medications shall be kept in the school clinic or other designated place at school in a locked area. Every medication shall be stored individually in an envelope with the medication card. The outside of the envelope will contain the student's name, picture (for all controlled substances), the name of the medication, dosage, time, and route.
- b. The health room professional or their designee must document in Skyward and/or on the medication card each dose of medication that is given to a student.
- c. All medication errors must be documented. A medication error is defined as medication administration that deviates from the instructions of the medical provider and parent.
- d. Situations that are not considered medication errors include; students who refuse to consume or are unable to tolerate the medication, lack of supply of the medication from the parent, and a medication held

by a parent. Careful notation of these situations should be made in a Skyward student health note. If a medication error has occurred a Medication Administration Incident Report must be completed.

e. Controlled substances: A medication count shall be documented daily in Skyward and a hard count shall be documented weekly in both Skyward and on the medication card for all scheduled medications that are classified as controlled substances. "As needed" controlled substances should have a hard count documented on the medication card and in Skyward each time the medication is administered. A complete list of controlled substances can be found at:

https://www.deadiversion.usdoj.gov/schedules/orangebook/c_cs_alpha.pdf

f. Over-the-counter medications do not need to be counted.

g. Each health room professional should create and update, at a minimum monthly, a list of all students with "as needed" medications, scheduled medications, and emergency medications kept in the school clinic. The list should include the student name, grade, name of medication, the dosage and the time the medication is to be given, route and expiration date.

6. Students self-carrying and self-administering medication:

- a. According to Wisconsin State Law, students at all grade levels shall be permitted to possess, self-carry, and self-administer prescription medications if the prompt administration of the medication is necessary to prevent a serious or life-threatening health condition.
- b. The medical provider must certify that it is their professional opinion that they should be allowed to self-carry and self-administer the medication. Emergency medication includes but is not limited to: rescue (immediate-acting) inhalers, epinephrine, glucagon and diazepam.

7. Delivery of Medications to School

- a. For students taking scheduled daily medication, the health room professional shall provide and document written or verbal communication to the parent or guardian when a medication refill is requested.
- b. The safest and most secure method of transportation is for the parent or guardian to deliver medication refills to the school health office where it is received by the health room professional or properly trained school staff member.
- c. In certain circumstances, it may be necessary for the student to bring in medication refills. All arrangements for student delivery must be agreed upon by both the health room professional and the parent and guardian. It is the right of the health room professional to disallow this delivery option for any reason.
- d. If the parent or guardian drops off medication classified as a controlled substance, the medication will be counted in their presence to verify the medication count. Both the health room professional or designee and parent or guardian will document this on the medication card.
- e. If the student drops off any medication, the health room professional will count and document the arrival of the medication and communicate the count with the parent or guardian.

8. Pick up of Medications From School:

- a. Measures will be made to minimize medication left at the end of the school year. The health room professional will make reasonable attempts to communicate with parents or guardians of the need to pick up medications held at school.
- b. If medication has not been picked up at the end of the academic year or closure of the school clinic for summer, the medication will be documented and destroyed.
- c. If it is determined that a student will be attending summer school, the medication may be transported by the health professional to the location of the summer school program. All previously completed paperwork is still valid for that academic school year until the completion of the summer school program.
- d. The safest and most secure method of transportation is for the parent or guardian to pick up medications at the end of the school year or when they are no longer required at school.

In certain circumstances, it may be necessary for the student to take home medications. All arrangements for student pick-up must be agreed upon by both the health room professional and the parent and guardian. It is the right of the health room professional to disallow this delivery option for any reason.