

**MEDICAL ADVISOR  
(JOB DESCRIPTION)**

**TITLE:** MEDICAL ADVISOR

**QUALIFICATIONS:**

1. Valid license to practice medicine in Wisconsin.
2. Expertise in Family Practice.
3. Such other qualifications as the Board of Education deem necessary or desirable.

**REPORTS TO:**

**SUPERVISES:**

**JOB GOAL:** To provide consultation to School Nurses, Administration, and Board of Education regarding school health issues, services, and education.

**PERFORMANCE RESPONSIBILITIES:**

1. Consult with administration and Board of Education concerning general health policy and practices. Advise about medical-legal matters related to school health.
2. Consult with administration regarding physical and mental health issues concerning students.
3. Advise administration and Board of Education about specific student health problems.
4. Develop and maintain effective physician/school and school/physician communication.
5. Consult on validity and appropriateness of school health programs.
6. Consult on appropriate action to be taken regarding current trends and proposed new legislation/regulations in school health.
7. Participate in district and community health-related screening programs.

**HEALTH SERVICES:**

1. Consult and review established and proposed health screening programs.
2. Recommend measures for control of communicable diseases within the school.
3. Collaborate on and review emergency medical care and routine injury/illness care policies, protocols, and facilities.
4. Collaborate with the facilities safety coordinator to assure a healthful school environment.
5. Provide medical consultation to special education program professionals and families.

- 6. Provide medical consultation to school physical education and athletic programs.
- 7. Be available for consultation in emergencies.

**HEALTH EDUCATION:**

- 1. Advise on appropriateness of health education materials.
- 2. Assist in providing staff development, i.e., inservice training sessions.
- 3. Participate in, or provide consultation for staff development programs regarding health education topics.
- 4. Serve as a consultant in planning parent education meetings involving student health issues.

*I, the undersigned physician, agree to serve as a Medical Advisor to the School District of New London for the 2002-03 school year. I understand this position is on a consultation basis and does not require direct care.*

Date: \_\_\_\_\_

\_\_\_\_\_  
Physician

Date: \_\_\_\_\_

\_\_\_\_\_  
District Administrator

Date: \_\_\_\_\_

\_\_\_\_\_  
Board of Education

**SCHOOL DISTRICT OF NEW LONDON**  
**SCHOOL HEALTH SERVICES**

**STANDING ORDERS FOR NON-PRESCRIPTION MEDICATIONS**

**Standing Order – Definition**

1. Applies to any student enrolled in the district.
2. Implies broad guidelines for assessment, intervention and referral.
3. Includes commonly used, non-prescription medications, including the following types of medications:
  - Antipyretics
  - Analgesics
  - Anti-inflammatories
  - Decongestants
  - Cough Syrups (Grades K-5), Cough Lozenges (Grades 6-12)
  - Eye Drops
  - Creams and Ointments
  - Antacids
  - Antihistamines
  - Laxatives
4. Requires the following prerequisites:
  - Medication in the original, labeled container
  - Written parent/guardian consent including dosage, time, and conditions under which the medication is to be given (see district medication policy)

THESE STANDING ORDERS FOR ADMINISTRATION OF MEDICATION FOR THE 2002-03 SCHOOL YEAR HAVE BEEN APPROVED BY:

Dated: \_\_\_\_\_

\_\_\_\_\_  
Timothy Houlihan, M.D.  
Medical Advisor—School District of New London