

MEDICATION – ADMINISTERING TO STUDENTS

POLICY STATEMENT

- A. Whenever possible, all medications should be administered at home; however, under certain circumstances the School District of New London realizes it may be necessary for a student to take medication while in school. This service is offered for students who need supervision or assistance in taking prescription (legend) or over-the-counter (OTC) (non-legend) medication. The District Administrator designates the employee(s) authorized to administer medications.

POLICY PROCEDURE

- A. "Procedures for Administering Medications at School" (Exhibit 1) is distributed to all parents notifying them of the district procedures in administering medications at school.
- B. Administration to students.
 - 1. According to Wisconsin Statute 118.29, students requiring medication at school shall be identified by parent/guardian to the District Administrator or designee. He/she in turn shall assume authority for involving designated school personnel in administration of the medication. Students in grades 9-12 may be given personal responsibility for self-administration by the school nurse, provided school policy guidelines are followed.
 - 2. After identification of the student, the school nurse or properly appointed representative for the school shall make a parental and/or healthcare provider contact to identify the type, dosage, and purpose of said medication.
 - 3. Written statements shall be required of:
 - a. The parent/guardian who shall request and authorize the designated school personnel to give either prescription medication in the dosage prescribed by the physician, or non-prescription medication (OTC) in the recommended dosage. If more knowledge is needed by the nurse or school authorities to exercise prudent judgment for the safety and protection of the student on medication, the school nurse will contact the physician directly, as authorized by the parent/guardian.
 - b. The prescribing physician/healthcare provider or school medical advisor must provide written authorization for all medications to be given in the school setting.
 - 4. The physician or pharmacist shall be requested by the parents to supply a properly labeled bottle of medication for the school authorities. The prescribed medication shall be kept in a locked cubicle or other safe place at school. The label on the bottle shall contain the name and telephone number of the pharmacy, the student's identification, name of the physician/healthcare provider, name of the drug, and the dosage to be given. Taking the medication shall be supervised by the school nurse or other designated school personnel at a time conforming with the indicated schedule.

- a. Parent/guardian is responsible for personally delivering controlled substances to school office personnel/school nurse.
 - b. Controlled substances should be counted and the number of pills documented on the medication form each time medication is brought into the school office.
5. An accurate and confidential system of recordkeeping will be established for each student receiving medication.
- a. A list of students needing medication during school hours including the type of medication, the dose, and the time to be given will be kept in the principal's or school nurse's office. This list should be reviewed periodically.
 - b. The classroom teacher and school personnel may be asked to record the behavior of students on medication.
 - c. An individual record for each student receiving medication shall be kept and will include dosage, time given, side effects, changes, continuance, or disruption.
6. School personnel should under no circumstances provide aspirin or other medicine to students without meeting the criteria in Section A, 1-5 above. Diagnosis and treatment of illness and the prescribing of drugs are **never** responsibilities of a school and should **not** be practiced by any school personnel. (See H5018 for "Health Services Administration of Medication Consent" form.)
7. For the safety and protection of students, natural products will not be given in the school setting, unless approved by the FDA and the following criteria are met:
- a. A properly labeled container is provided.
 - b. Use for children is indicated.
 - c. Appropriate dosing for children is clearly stated.
 - d. Possible side effects are listed.
 - e. Parent/guardian signature is provided.
 - f. Student's healthcare provider will be notified of parent/guardian request for natural products to be given at school to verify safe use with currently prescribed or OTC medications the student is taking.
- C. If a parent or student refuses to follow the above policy guidelines, and if a student is identified by the school nurse as being harmful to himself or others, the district may choose to prohibit the student's attendance and/or participation in school or co-curricular activities until the problem is resolved.

LEGAL REFERENCE:

CROSS-REFERENCE: Exhibit 1, Procedures for Administering Medications at School