

## ADMINISTRATIVE RULE 453.4

### **AR453.4 - Administration of Medication to Students**

Medications should be administered at home whenever possible. If it is necessary for a student to take any medication (prescription/non-prescription), this shall be done in accordance with district guidelines. It is the responsibility of the parent(s)/guardian(s) to complete an "Administering Medications to Students" form. Only school personnel who have been trained and delegated by the School Nurse, and authorized in writing by the building administrator may administer medication in compliance with the written instructions of the prescribing health care practitioner and consent of parent(s)/guardian(s).

Students requiring medication at school shall be identified and reported to the building administrator/designee by the parent/guardian. The School Nurse shall designate school personnel to administer medications. The building administrator will complete a "Staff Authorization to Administer Medication" form for each designee. This form shall be completed on an annual basis.

#### **A. Training, Supervision, and Evaluation**

The School Nurse shall provide training, supervision, and evaluation to designated school personnel in the administration of medications. This training shall be documented. No school employee, except a health care practitioner, is required to administer a medication to a student by any means other than ingestion and gastric tube. In the event that an employee volunteers to administer a medication by other than oral means, the School Nurse will provide the appropriate training, in compliance with the written instruction of the prescribing health care practitioner, and with the written consent of the parent(s)/guardian(s). The School Nurse shall be responsible for periodic review of the written medication instructions, as well as designating appropriate documentation procedures and safe storage of medication in school.

#### **B. Definitions:**

1. Prescription Medications - Those medications, which are obtainable only with the written consent of a licensed physician or other health care practitioner.
2. Non-prescription Medications - Those which can be obtained over the counter, without a prescription
3. Prescribing Health Care Practitioner – Licensed physician, dentist, podiatrist, or nurse practitioner with prescriptive power in the State of Wisconsin.
4. Controlled Substances – Those drugs that are defined and regulated by the Uniform Controlled Substances Act.

#### **C. Administration Procedures**

The following procedures are established within each building to ensure the consistent administration of medication to students:

1. Parent(s)/guardian(s) of students requiring medication at school shall submit an "Administering Medication to Students" form to the school office.

2. The "Administering Medication to Students" form shall be:
  - Kept in a locked drawer/cabinet with the medication the student is to receive.
  - Reviewed initially at the beginning of the year or upon receipt of form.
  - The School Nurse will review student medication record each semester. Documentation of this review will be recorded on the Administration Review Log.
3. For students requiring prescription medication at school, the parent shall:
  - Supply an original labeled container of medication to the building administrator or designee. The label on the container shall include the name and telephone number of the pharmacy, student's name, name of the health care practitioner, name of the drug and the dosage to be given.
  - All non-prescription medication shall be in the original labeled container and parent/guardian instructions may not exceed the recommended manufacturer dosage.
4. Students taking medication shall be:
  - Supervised by the building administrator or designee and shall conform to the schedule as prescribed by the prescribing health care practitioner.
  - The building administrator or designees shall complete a "Student Medication Log" for each student receiving medication. When a medication is administered, the date, time, and signature of the individual shall be recorded on the "Student Medication Record" and kept with the "Administering Medication to Students" form.
  - Medication will be offered to the student at the designated times. If the student refuses, the parent(s)/guardian(s) are to be informed as soon as possible and the refusal shall be logged on the "Student Medication Record".
  - School personnel are to report any unusual behavior of students on medication and such information should be recorded on the "Student Medication Record" and the School Nurse shall be informed. This record should also include the action taken by the school in response to the student's unusual reaction to the medication.
5. The length of period for which the medication is to be administered shall be:
  - Contained in the written instructions from the prescribing health care practitioner as reported on the "Administering Medications to Students" form.
  - Further written instruction shall be received from the prescribing health care practitioner/parent(s)/guardian(s) . If the medication is to be discontinued or if the dosage or time it is to be administered is changed from the original instructions, the School Nurse shall be notified of new dosage instruction. The School Nurse will make contact with prescribing health care practitioner.
  - "Administering Medication to Students" form shall be received annually.
6. It is advisable to have in each school office a list of students receiving medication during school hours, including the type of medication, the dose and time it is to be given.

D. Miscellaneous Medication

1. Non-FDA approved drugs such as herbal medication, dietary supplements, and other products will not be administered at school without written authorization from a licensed health care practitioner and parent(s)/guardian(s).
2. "Pre-procedural" medication will not be administered by school personnel.
3. Controlled substance medications used for pain control/cough will be reviewed by School Nurse prior to accepting medication order from a licensed health care practitioner and parent(s)/guardian(s).
4. "As needed" behavioral medication will not be administered by school personnel.

E. Student Self-Administration of Medications

1. Students in grades 6-12:

- May self-administer oral non-prescription medications while at school. In such cases a "Administering Medication to Students" form shall be completed by the parent(s)/guardian(s).
- The individual student may keep such medications in their locked locker however, it is highly encouraged for medications to be kept locked in the office.
- Students self-administering non-prescription medications may not provide these non-prescriptive medications to other students.

2. Students in grades EC-5:

- May not self-administer oral prescription or non-prescription medications while at school.
- Medications are required to be kept in a locked area in the school office.
- Medications are to be administered by those designated/trained school personnel.

3. Students in grades EC-12:

- May not self-administer or carry any prescription medications including any controlled medications regulated under the Controlled Substances Act of 1970.
- Exceptions to self-administration of prescription medications are defined in #4 as emergency medications.

4. Students in grades EC-12 who need to carry and self-administer certain emergency medication, such as, epi-pen, asthma inhaler, insulin, glucagon:

- Special permission will be granted with parent(s)/guardian(s) and health care practitioner authorization on the "Administering Medication to Students" form.
- The individual student may keep such medications in a secure place.

5. Parent(s)/guardian(s) are responsible for:

- Submitting an "Administering Medication to Students" form whenever medication is needed at school.
- Restocking and safe delivery of the medications to and from school.
- Medications that are kept in the office during the school year need to be picked up one week following the last day of school. Medications that are not picked up by that time will be disposed of properly.

F. Administration of Medication During Field Trips

Medication administration during field trips:

- Will follow the same procedures as medication administered at student's designated school.
- If overnight field trip proper authorization needs to be obtained from parent(s)/guardian(s) for both non-prescriptive and prescriptive medications and authorization from health care practitioner if medication is prescriptive.
- It is required that an "Administering Medication to Students" form be completed prior to field trip if not already completed.
- NO medications will be administered without proper documentation.
- Medication will be sent in the original labeled container, medication cannot be sent in an envelope or bag.
- Medication will only be administered by school staff.

G. Medication Errors

1. A medication error is defined as failure to administer the prescribed medication:

- Within the 30 minutes prior or 30 minutes after the prescribed administration time.
- Dosage
- In accordance with accepted practice.
- To the correct student.

2. In the event of a medication error of commission or omission, the person who administered the medication should immediately:

- Notify the School Nurse/School Administrator.
- Notify the student's parent(s)/guardian(s).



· Document the specific error on the back side of the **Student Medication Record** form from the time the error was detected, the time the error was reported, people notified (school nurse, administrator, parent(s)/guardian(s) and remedial actions taken.

Legal Ref: Section 118.29 (2), Wisconsin Statutes

Section 441.16, Wisconsin Statutes

Section 146.81, Wisconsin Statutes

Section 290.1, Code of Federal Regulation/Controlled Substances

PI 8.01(2)(g), Wisconsin Administrative Code

Cross Ref.: **Board Policy 453.4 - Administration of Medication to Students**