

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

453.4

ADMINISTERING MEDICATION TO STUDENTS

POLICY STATEMENT

- A. Whenever possible, all medications should be administered at home; however, under certain circumstances the School District of Iola-Scandinavia 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 or over-the-counter (OTC) 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. This open letter to parents will be published in the "Orange and Black" during the summer prior to the start of school.
- B. Administration to students.
 1. According to Wisconsin Statute 118.29, students requiring medication at school shall be identified by the parent/guardian to the building principal or designee. He/she in turn shall assume authority for involving designated school personnel in administration of the medication. Students may be given personal responsibility for self-administration, such as in the case of emergency medications, i.e. inhalers, by the school principal and/or school nurse, provided school guidelines are followed.
 2. After identification of the student, the school nurse or designee for the school shall make a parental and/or healthcare provider contact to clarify the type, dosage, and purpose and safety of said medication, if needed.
 3. Written statements shall be required of:
 - a. The parent/guardian shall request and authorize the designated school personnel to give either prescription medication in the dosage prescribed by the physician, or OTC medication in the recommended dosage. The Medication Authorization Form will be completed for all medications given at school.
 - b. The prescribing physician/healthcare provider must provide written authorization for all medications to be given in the school setting (See Exhibit 1).
 4. The physician or pharmacist shall be requested by the parent/guardian to supply a properly labeled bottle of medication for the school. The prescribed medication shall be kept in a locked 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/health care provider, name of the drug, and the dosage to be given. For OTC medication, the parent's request for dosage and frequency of medication must match the manufacturer's recommended on the bottle. If this amount exceeds the recommendation, the parent/guardian must contact the physician for written approval. Taking the medication shall be supervised by designated school personnel at a time conforming to the indicated schedule.

- a. Parent/guardian is responsible for personnel delivering controlled substances to school office personnel.
 - b. Controlled substances will be counted and the numbers 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 school office. This list should be reviewed periodically.
 - b. Upon notification by staff, designated office personnel will make sure medication (and care plans, if needed) is available for transport during field trips, curricular or co-curricular activities per school protocols. Trained staff members will document any medication administration during these events.
 - 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 under no circumstances will provide aspirin or other medications 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 nurse or designee and should not be practiced by any school personnel.
7. 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. No narcotics will be given at school.

APPROVED: March 5, 1991

REVISED: April 8, 2002
December 14, 2009