

MEDICATION ADMINISTRATION POLICY

PHYSICIAN PRESCRIBED MEDICATIONS &
OVER THE COUNTER MEDICATION
BASIC REQUIREMENTS

Medications should be administered to students by their parents/guardians in their home (the least restrictive environment) whenever possible. (PL94-142). The State of Wisconsin Medical Examining Board has determined that where medications are administered in the school setting, the physician prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of said medication. An employee or agent of the West Salem Board of Education shall give no medication to a student unless the following are delivered to the individual(s) responsible for administering the medication.

- A. Written instructions from the prescribing physician for the administration of the prescribed medication. The prescribing physician must sign said written instructions. Authorization must include student's name, diagnosis, medication to be administered, dosage, frequency, and duration. PRN medications must include specific instructions under which the medication is to be administered. Only the school district nurse (RN) may accept verbal medication orders, which shall be documented and followed up with the physician's signature if appropriate.
- B. A written statement from the prescribing physician which:
 - 1. Identifies the specific conditions and circumstances under which contact would be made with the physician concerning the condition or reactions of the pupil to the prescribed medication.
 - 2. Indicates a willingness on the part of the physician to accept direct communication from the person(s) administering the medication.
- C. A written statement from the parent or guardian of the child:
 - 1. Authorizing school personnel to give the medication in the prescribed dosage.

2. Authorizing school district nurse to contact the physician directly.

PHYSICIAN PRESCRIBED MEDICATIONS - PROCEDURE

- A. Consent Forms Required: School Medication Procedure Form (attached as addendum), available in school district offices or from the school nurse.

School personnel or its agents will administer no medication until the School Medication Procedure Form is completed and returned to the school district nurse.

1. Parent/Guardian Medication Consent - must be filled out by the parent/legal guardian and addressed and returned to the school nurse.
2. Physician's Order for Medication Administration - must be filled out by the prescribing physician and addressed and returned to the school district nurse.
3. The school nurse shall maintain an accurate medication file that includes all of these necessary forms on each student receiving medication. Completed medication records will become a part of the child's individual health record.

- B. Medication Container Information Required

Prescription & Non-Prescription Medication

The medication to be administered in the school is brought to the school by the parent/guardian in the current prescription or the original over the counter container.

Medication to be administered in the school must have the following information printed on the container:

1. Student's Full Name
2. Name of drug and dosage
3. Time and quantity to be given
4. Physician's Name and phone number
5. Quantity of medication brought to school in the container
6. Date

C. Non-prescription medications (i. e. Advil, Tylenol) that are requested by parents/guardians to be given in school also require that the School Medication Procedure Form is completed with written instructions and signed consent of the parent/guardian. Non-prescription medications that are given in school do not require the signature of a physician.

D. Medication Storage and Recording:

Each school building will ensure the safe locked storage of medications as approved and supervised by the district school nurse. When medications are administered, the time given and person giving the medication will be initialed on the medication record sheet.

E. Medication Duration:

The length of time for which a medication is to be administered shall be specified in the written instructions from the prescribing physician. Any change in drug dosage or time to be administered must be in writing; said changes to be at the request of the physician.

F. Updating the Prescriptions and other Requirements:

All consent forms and related materials must be renewed annually and/or at any time a medication time or dosage is changed. The length of period for which the medication is to be administered shall not exceed the current school year.

G. School District Nurse will authorize the school personnel responsible for the administration of medications and will instruct school staff about the purposes of the medication, effects and side effects. If the student exhibits any unusual behavior after taking the medication, the parent/guardian will be notified immediately.

H. The medication shall be taken under the supervision of the designated school personnel. It is the responsibility of the student, if appropriate, not the school personnel, to get his/her medication at the proper time.

I. If the student refuses to take the medication, the parents/ guardian will be notified.

- J. The person administering the medication will sign the medication log sheet listing the student's name, medication and date administered. The medication log will be located in the school nurse office in each building.
- K. Active medication forms will be kept on file in the medication log. Completed forms will be filed as part of the student's permanent health care records.
- L. The School District of West Salem is not responsible for the self-administration of medication by pupils who do not have a School Medication Procedure Form on file with the school district.
- M. A list of students needing medication during school hours shall be kept in the building principal's or school nurse's office. This list shall include the type of medication; the dosage and the time medication shall be administered. This list shall be reviewed periodically.

EMERGENCY MEDICATIONS

1. Only personnel specifically trained and designated may administer emergency medication to students. The district school nurse shall provide instruction to designated personnel.
2. Instruction shall include: an assessment, demonstration, return demonstration by designated personnel; and an evaluation by the school nurse on the technique, safety aspects, understanding of drug and implications of use, and proper recording and disposal.
3. Before any emergency medication can be given, procedures outlined above concerning the administration of medications must be followed according to the student's Individual Health Plan. (IHP)
4. At the time the student has an attack or reaction, these procedures shall be followed:
 - ✓ Someone should be instructed to call the student's parent/guardian and, if necessary, the student's physician or 911
 - ✓ Trained, designated personnel shall administer the emergency medication in the following manner.

West Salem School District
Policy 453.4

1. Accurately measure the proper dosage of medication to be given.
2. Observe the student for the designated time (usually 15-20 minutes) to see if medication is effective
3. Arrange for further medical attention if required.
4. Date and record the description of events leading to event, the event itself and medication on student health record.

Medications, which may be included in emergencies, could include but are not limited to nebulizers, oxygen, Epi pens, and suppositories. Epi pens may be kept with students if a written communication by the parent is kept on file in the school office or health room.

LEGAL REFERENCE

- Wis. Stat. 118.29 Administration of Medication to Pupils and Emergency Care
- Wis. Stat. 121.02 (1) (g) & Wis. Adm. Code PI 8.01(2) (g) Emergency Nursing Service
- Wis. Stat. 441 Wis. Nurse Practice Act and Wis. Admin. Code N6 & N7

APPROVED: February 14, 2005