**WALWORTH POLICY: 453.2**

**ADMINISTRATION OF MEDICATION TO PUPILS**

The District Administrator and Principal have the authority to authorize in writing school employees to administer nonprescription drug products which may lawfully be sold over the counter without a prescription and prescription drugs to pupils in compliance with written instructions of a health care practitioner and with written consent from the pupil's parent(s) or guardian(s). The School Nurse will provide training and assistance to designated staff members and observe and monitor medication administration by designated staff members.

School personnel are not required to administer medication by means other than ingestion. Staff members designated to administer medications may indicate their willingness to provide medications by means other than ingestion in an emergency or special situation. This may be done only under the direction and delegation of the School Nurse or a licensed physician.

Written authorization and instructions must be on file with the School Nurse before any medication can be administered to a pupil. The School Nurse shall maintain and periodically review a medication file, which includes all of the necessary forms, for each pupil receiving medication.

All prescription and nonprescription medications administered at the school will be kept in a locked cabinet. The School Nurse will count and document the quantity of medication each time it is brought to school. The School Nurse shall be responsible for maintaining, for each pupil receiving medication., an accurate and confidential system of record keeping, including documenting the administration of each dose of medication to a pupil and any errors,

In the event of a drug administration error, the pupil's parent or guardian and prescribing practitioner will be notified. A written incident report explaining the error shall be completed by the School Nurse, a designated staff member or other employee involved, if any, and such report shall be filed in the pupil's health record.

Non-Prescription Medication

An authorized school employee may administer a nonprescription drug product to a pupil in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the pupil's practitioner. In order for school employees to administer a nonprescription drug product to a pupil in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the pupil's licensed physician. Prior to administering any nonprescription drug, the original package must accompany the nonprescription and the pupil's licensed physician can also stipulate the appropriate dosage.

**LEGAL REFERENCES:** Wisconsin Statutes

Sections

118.13

118.125

118.29

118.291 – 118.294

121.02(1)(g)

146.81 - 146.84

Chapter 441

895.48

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

PI 9, Wisconsin Administrative Code

N 6, 7, Wisconsin Administrative Code

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August 1998

March 2009

September 2009

July 18, 2013