

Germantown School District
Medication Administration Policy

If it is necessary for your son/daughter to receive medication during the 2023-2024 school year, the following procedures are to be followed. The goal of the policy has been to ensure the health and safety of all children.

POLICY HIGHLIGHTS

Medication Administration to Students

- Medication supplied to the health room will only be administered during school hours.
 - Parents will be responsible for providing all medication for school sponsored events outside of the school day (i.e. clubs, athletics, overnight field trips)
- Substances, which are **not FDA approved** (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent (complete prescription medication form)
- Only medication in its original container, both OTC and prescription, labeled with the dosing instructions and name of medication will be administered.
 - Medication brought to school in baggies or in clothes pockets are not acceptable
- Any unused medication unclaimed by the parent will be disposed of by the school nurse within seven (7) days after the end of a school year.
- **Prescription Medication**
 - Prescriber signature and parent signature are required for all prescription medication before administration will occur on the prescription medication form
 - All epi-pen medication needs to be accompanied with an Allergy/Anaphylaxis Action Plan (FARE Form)-Only prescribing provider should be completing the form
 - All inhaler medication needs be accompanied with an Asthma Action Plan-only prescribing provider should be completing the form
 - Written notification from the prescriber to stop/discontinue or change dose of medication is required
- **Over-the-counter (OTC) Medication**
 - Parent signature is required for all OTC medication before administration will occur on the over-the-counter medication form
- **Carry and Self-Administer Medication**
 - Students may carry and self-administer emergency medication (i.e. epi-pen, rescue inhaler, glucagon) with written authorization of their parent on the self administration form or the appropriate Action Plan
 - Only students in grades 6-12 may carry and self-administer other OTC and prescription medication with the written authorization of the parent and prescriber for prescription medication on the self-administration form
 - Controlled substance medications (i.e. ADHD medications) are not allowed to be

carried and self-administered. These medications will be stored and administered through the health room.

- Again, all medications that are carried and self-administered by students must be in the original container with proper labeling. Medications that are found to be in student's pockets or baggies, will be taken.

- **Cough Drops**

- Cough drops that have active ingredients will be considered an OTC medication and will be handled in the same manner as aspirin, Advil, Tylenol, etc. If a cough drop contains only sugar, water, and some menthol, the procedures for handling non-prescription drug (over-the-counter/OTC) products are not required.

****Medication forms are available online and/or may be picked up in the Main Office.
Return forms and required medications to your child's school's health room****

The medication administration policy was reviewed by legal counsel and the district's medical advisor prior to Board approval. The District School Nurse is the health care professional assigned to supervise the medication administration procedures.

Should you have any questions regarding the district medication administration policy, please contact your child's school. If you desire a complete copy of the district policy on medication administration, contact the Department of Pupil Services at 262-253-3920.

District Nurse: Tammy Mamayek at 262-502-7436 or tmamayek@gsdwi.org

School Board Policies: Medications

5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE-School Board Policy

5330 - ADMINISTRATION OF MEDICATIONS-Administrative Guideline