

MEDICATION ADMINISTRATION PROCEDURES

1. Training of Designee

The School Nurse, in collaboration with a school administrator, has the authority to authorize medication administration to a school employee in compliance with Wisconsin State Statute 441.06(4) and Wisconsin Administrative Code N 6,03(3) if the following are met:

- a. The task must be commensurate with the education, preparation, and demonstrated abilities of the delegate.
- b. The School Nurse will provide direction (training) and assistance to the delegate. DPI-approved medication training is required for medication administered via inhaled, injectable, gastrostomy and jejunostomy routes of medication administration.
- c. The delegate must submit verification of completion of the DPI training to the school nurse and complete a hands-on competency skill testing before being allowed to administer any medication in a route other than oral. Staff training will occur at a minimum every two years or as defined by DPI.
- d. School personnel will be informed on a need-to-know basis when a student is taking medication for serious or chronic health conditions so that they can observe for side effects to the medications.

2. Consent to Administer

A. Prescription Medications

Students requiring prescription medication at school will have an Administering Medication to Students form completed with the following information on file in School's main office:

- Student name, date of birth
- Medication name, dose, route, frequency, time/conditions and duration
- Reason for Medication
- Listing of possible side effect and/or special instructions
- Name of Practitioner
- Parent/guardian signature, practitioner signature, and date

Prescription medications must be supplied in a pharmacy-labeled container indicating the correct dosage and administration instructions. It is the parent's responsibility to supply the medication to the school. It is the parent's responsibility to have the prescribing provider complete the Administering Medication to Students form and submit to school staff. This form must be completed annually. Medications will not be administered to a student until the above steps have been completed, in accordance with Wis. State Statute.

The School Nurse will be informed by school personnel of all students receiving medications and any changes in dosage. The Nurse will review the medication record periodically and use professional judgment in contacting the practitioner, school personnel, or parents to resolve inconsistencies in administration directions.

B. Non-prescription Medications

Non-prescription medications (over-the-counter) which is FDA approved may be administered. The Administering Medication to Students form must be completed by the parent/guardian and be on file at school authorizing school personnel to administer. This form must be completed annually.

Non-prescription drugs must come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose and labeled with the student's name.

School Staff will not administer non-prescription medication to a student that exceeds manufacturer's recommendation dose unless the Administering Medication to student form is signed by a license practitioner.

C. Food Supplements, Natural Products

For the safety and protection of student, food supplements and natural products will not be given in the school setting by school staff unless approved by the FDA and prescribed by a licensed practitioner. The following criteria must be met:

- An original container is provided
- Use for student is indicated
- Appropriate dosing for student is clearly stated on the label/packaging insert
- Possible side effects are listed
- Signed parent/guardian statement
- Signed practitioner consent if non-FDA approved

*Parents/guardians may come to school to administer natural products.

3. Self-Administered Medication.

A. Students with asthma may possess and self-administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have a completed Administering Medication to Student form signed by the physician and parent/guardian on file in the school office that states the student may self-administer the prescribed inhaler.

B. Responsible 9th-12th grade students, as determined by the parent, school nurse, and administrator, may possess and self-administer non-prescription medications as long as a completed Administering Medication to Student form is on file in the school office. Students are not allowed to self-administer prescription medication with the exception of emergency medication such as inhaler, insulin and epinephrine auto-injector (epi-pen) unless authorized by the school nurse. Students are not allowed to carry any self-administered controlled substances.

C. At no time is a student allowed to share medication with another student.

4. Medication Storage and Transport

Medication will be stored in a secure location. Medication which needs to be accessible to the student will be stored in an appropriate location per student need (.ie., emergency medications). Medication will be stored to maintain quality (i.e., Refrigeration).

At no time shall any student be allowed to possess or transport a controlled substance (i.e.: Ritalin, Tylenol with codeine) while at school. It is the parent/guardian responsibility for safe transport of all medication (prescription and non-prescription) to the school office for medication that the school staff will be administering.

The parent/guardian will pick up unused portions of medication within seven days after the completion of the school year or when medications have been discontinued during the school year. After written/verbal notification, medications will be destroyed.

5. Documentation.

An accurate individual student medication administration log will include:

- Demographic data such as name, level/grade, school year.
- Medication name, dose, date/time given
- Signature of person administering.
- Dose changes, dated, with the signature of designee.
- Documentation of medication must be completed immediately after the administration to the student to assure accuracy and safety.
- Documentation of medication errors must be completed immediately. A medication Incident Report should be completed along with notification of parents, school nurse and building administrator.

6. Rights and Responsibilities

Designated school personnel have the responsibility to:

- See that the medication is given within 30 minutes before or after the time specified by parent and practitioner.
- Maintain the medication administered at school in a secure place which also maintains medication quality (i.e., refrigeration for liquid antibiotics).
- Report to the school nurse any dose changes, inconsistencies, or medication side effects.
- Document all medication administered or reason medication may not be administered (absent, refusal, no meds at school) and notify school nurse.
- Report errors and or missed medications to the school nurse immediately.

Designated school personnel will refuse to administer medication to students when the medication administration procedures as described in Section 2 above have not been completed.

The professional school nurse has the responsibility to:

- Review medications and any changes in medications administered at school.
- Use professional judgment in carrying out the policy.
- Provide training, supervision, and evaluation of the administration of medications in the school.
- Maintain records of staff completion of medication administration training as outlined by DPI.

7. Distribution of Policy and Liability Waiver

- All School employees who are authorized to administer drugs to a student will have access to this policy and will be advised that, pursuant to the provision in Wisconsin State Statute 118.29, they are immune from civil liability for any acts or omissions in administering a drug or prescription drug to a student in accordance with this policy unless the act or omission is found by a court to constitute a high degree of negligence.
- The district administrator or any school principal who authorized an employee to administer a drug or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence.

LEGAL REFERENCE:

CROSS REFERENCE:

APPROVED IN PART: 8/90

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2/16/15

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