

School District of Loyal

Loyal, WI 54446

POLICY AND PROCEDURE

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Date Issued: **08/18/10**
Supersedes: **01/24/04**

Approved by:

Board President

SUBJECT: ADMINISTERING MEDICATION TO STUDENTS

Medication should be administered to students at home rather than at school whenever practicable. School personnel, authorized in writing by a school administrator, may administer medication to students under established conditions.

Before any prescription medication may be administered to a student, school personnel must receive written parent/guardian consent and written instructions from the student's physician, optometrist, physician assistant, advanced practice nurse prescriber, dentist, or podiatrist. Before any non-prescription medication may be administered to a student, school personnel must receive written instructions and consent from the student's parent/guardian. All prescription medications need to be brought in to the school by the parent/guardian and dropped off at the office.

Antibiotic medications that are to be given ten days or less will require a parent/guardian to fill out and sign a medication form.

All written instruction and consent forms shall be filed in the school office. The building principal shall be responsible for reviewing the written medication instructions periodically, maintaining complete and accurate medication records and storing all prescription and non-prescription medication in a safe and secure place.

School personnel authorized to administer medication to students shall be provided appropriate instruction. School personnel, other than health care professionals, shall not be required to administer any medication to a student by any means other than ingestion.

The physician shall then be requested by the parents to prescribe duplicate bottles of said medication, if it is necessary that it be given during school hours. One bottle will be kept at home and the other at school under the care of school authorities. Both bottles shall contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician, and dosage of the drug to be given. Taking the dosage shall be supervised by designated school personnel at a time conforming with the physician's indicated dosage schedule.

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An asthmatic student may possess and use a metered dose inhaler or dry powder inhaler while in school, at a school-sponsored activity or under the supervision of a school authority only if all the following are true: (a) the student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic systems; (b) the student has the written approval of the student's physician and, if the student is a minor, the written approval of the student's parent/guardian; and, (c) the student has provided the building principal with a copy of the required approval. Students in PK-6 are allowed to keep the inhaler in the classroom under the supervision of the classroom teacher.

A student who is diabetic may possess the necessary medication and equipment to self-administer an injection (insulin-i.e.). It is expected that the parent/guardian will notify the building principal of such possible emergency. School district personnel will store such medication and/or equipment in a safe place so the medication will be readily available to the student.

LEGAL REF: Sections 118.29, 118.291, 121.02(1)(g) Wisconsin Statutes
PI 8.01 (2)(g), Wisconsin Administrative Code
Wisconsin Act 160

CROSS REF: JHCA Physical Exams Students
JHCC Communicable Diseases
JHCD-A Authorization for Administration of Medication