

Policies of the Board of Education

Series 400: Students

MEDICATION ADMINISTRATION TO STUDENTS PROCEDURES

453.4-Rule

I. Training of Designee

The health care professional, in collaboration with a school administrator, has the authority to delegate 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 provides direction (training) and assistance to the delegate.
- c) The delegate's administration of medications is periodically observed, monitored, and documented by the school nurse.
- d) The delegate completes the online DPI training course for the medication(s) to be administered, completes the test, presents the test to the school nurse for scoring and completes a skills assessment administered by the school nurse; if the method of administration requires such training. Methods of medication administration which require the completion of a DPI approved training are: injection, inhalation, rectally administered, or administered through a nasogastric tube, gastrostomy tube, jejunostomy tube.
- e) 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 of the medications.

II. Consent to Administer

A. Prescription Medications

A written, signed statement from the parent/guardian and written, signed instructions from a practitioner must be on file at the school authorizing school personnel to administer any prescription medication. The Prescription Medication Consent Form is available in each school building's Health Office and is on the district website. The statement must include:

- Student name, date of birth
- Medication name, dose, route, frequency, time/conditions, duration
- Reason for medication
- Precautions, possible untoward reactions, and/or interventions
- Name of practitioner
- Parent/guardian signature, practitioner signature, date

Requests to administer medication to students at school must be renewed each school year. Changes in any instructions for medication administration (dose, time, etc.,) throughout the school year require a new medication consent form to be completed and an appropriately labeled medication container to be provided to the school office. Prescription medications must be supplied in a pharmacy-labeled container indicating the correct dosage and administration instructions.

The school nurse shall be informed by school personnel of all students receiving medication 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 medication which may lawfully be sold over-the-counter without a prescription which is FDA approved may be administered. The Over-The-Counter Medication Consent Form is available in each school building's Health Office and is on the district website. A written, signed statement from the parent/guardian must be on file at school authorizing school personnel to administer.

Non-prescription medications must be supplied by the parent or guardian in the original manufacturer's package and the package must list the ingredients and recommended therapeutic dose in a legible format with the student's name affixed.

Any non-prescription medication intended for long-term use on a daily basis must be accompanied by a practitioner's signature. Any non-prescription medication that is to be administered in quantities/dosing outside of the manufacturer's recommendations must be accompanied by a practitioner's signature.

C. Food Supplements, Natural Product

For the safety and protection of students, food supplements, herbal, homeopathic, essential oils, experimental medication and natural products will not be given in the school setting unless approved by the FDA and prescribed by a practitioner. Such substances that have not been approved by the FDA lack safety information therefore, limiting them from being administered in the school setting. 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 untoward effects are listed.
- Signed parent/guardian statement.
- Signed practitioner consent.

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

D. Medical Marijuana or Cannabidiol (CBD)

The U.S. Food and Drug Administration (FDA) recently approved the use of Epidiolex to treat Lennox-Gastaut Syndrome and Dravet Syndrome (both specific type of seizure disorders) for people two years of age and older. The Drug Enforcement Administration (DEA) has placed Epidiolex in schedule V of the Controlled Substance Act. Other than Epidiolex, the FDA does not recognize or approve the use of any part of the marijuana plant for medicinal purposes.

Marijuana or marijuana-based derivatives (like Cannabidiol (CBD)) will not be administered in the school setting nor will it be permitted to be self-carried by student(s) on school property with the exception as indicated in the last paragraph of this section, D. Medical Marijuana or Cannabidiol (CBD), of 453.4 - Rule. Although marijuana or marijuana derivatives may be recommended as a medication, the U.S. FDA has not recognized or approved the use of any part of the marijuana plant for medicinal purposes.

Cannabinoids are the chemical compounds of marijuana that have an effect on the human body when the plant is consumed. Currently, two cannabinoids are getting medical interest, delta-9-tetrahydrocannabinol (THC) (marijuana's main mind-altering ingredient that makes people "high" and CBD oil. Unlike THC, CBD is a cannabinoid that does not make people "high" (therefore has no psychoactive effect).

The only form of marijuana that is authorized for legal possession in Wisconsin is cannabidiol (CDB). CDB is authorized only for medical use in Wisconsin. In Wisconsin, THC is still considered a Schedule I substance and therefore illegal.

CDB, in a form without psychoactive effect, is legal but only if certain conditions are met. Under Wisconsin law, a person may possess and use CDB to treat any medical condition if the individual has a letter or other official document from a licensed physician. Additionally, CDB is considered legal under Wisconsin law if it is "dispensed by a pharmacy or physician approved by the Controlled Substances Board."

Waunakee Community School District's Medication Administration Policy aligns with the Wisconsin School Medication Law, Section 118.29 Wis. Stats., allows medication to be administered by school staff with a prescription and in a pharmacy-labeled container. Medications are defined as "any substance recognized as a drug in the official U.S. pharmacopoeia and national formulary or official homeopathic pharmacopoeia of the United States or any supplement to either of them." Neither marijuana nor CDB are listed.

As noted above, the federal government has not recognized the medical benefit of marijuana products. Due to federal drug-free workplace requirements, the allowance of marijuana products on school grounds may result in the termination of federal Title 1 funding, as well as U.S. Department of Agriculture funding that supports school nutrition programs for low-income students.

For these reasons, the school district is unable to permit the possession or use of marijuana or marijuana based products like Cannabidoil (CBD) on school grounds unless it is prescribed by a physician and has proper labeling in a pharmacy bottle.

III. Self-Administered Medication

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 the written approval of the student's physician and the written approval of the student's parent or guardian. A copy of this approval will be present in the student's school and maintained in the medical record. The medical record is to be updated annually.

A student with life-threatening allergies may possess and self-administer an EpiPen upon receipt of the Allergy Action Plan or Medication Administration Information Form. The student must have the written approval of a prescribing practitioner and their parent or guardian on file in the Health Office and updated annually.

A student with Insulin Dependent Diabetes Mellitus may possess and use insulin upon receipt of the Diabetes Medical Management Plan or Medication Administration Information Form. The student must have the written approval of a prescribing practitioner and their parent or guardian on file in the Health Office and updated annually.

Students are not to share over-the-counter medication and/or prescription medication with any other student. Everyone reacts differently to medication and for safety no sharing of medication will be permitted. Students will be subject to disciplinary action if they share medication.

Responsible high school students, as determined by the parent or guardian, health care provider, school nurse, and building administrator, may possess and self-administer prescription and non-prescription medications. No student shall be permitted to possess and self-administer medications considered controlled substances per WI State Dispensing Laws, and the Controlled Substance Act (US. congress 1970). For Non-prescription medication, written consent from the parent or guardian is required. For prescription medication, written consent from the health care provider and parent or guardian is required. Medications must be carried in a clearly labeled, original container and only the maximum dosage of medication needed during one school day shall be brought to school.

Factors to be considered when determining if a student will be permitted to self-administer medication at school will be:

- Type of medication
- Reason for medication
- Age of student
- Responsibility of student

If there presents any reasonable doubt, determined by administration, as to the high school student's ability to responsibly and safely possess and self-administer non-prescription or

prescription medication, Waunakee Community School District reserves the right to revoke the privilege of self-administration.

When high school students possess and self-administer medication, it is recommended that a copy of the written statement identifying the medication and granting permission for self-administration, signed by the parent or guardian and practitioner (prescription medication) be carried by the student.

Students not enrolled in high school will not be allowed to self-administer medication unless it is an emergency medication. If such need is determined for any student not in high school, the same procedures and requirements will be required.

IV. Medication Storage

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 (i.e., emergency medications). Medication will be stored to maintain quality in accordance with the manufacturer's or health care practitioner's storage instructions.

For field trips and other co-curricular or extracurricular activities held off school premises, student medication will be stored in a secure location determined appropriate by the activity supervisor, keeping in mind the manufacturer's or health care practitioner's storage instructions.

The parent or guardian shall pick up unused portions of medication within seven days after the completion of the school year or when medications have been discontinued. Student medications that have reached their expiration date and medications that have not been picked up by the student's parent or guardian will be disposed of in a safe and proper manner in accordance with DPI's Guidelines for Disposal of Medications in the Schools

V. Documentation

An accurate individual student record of administered medication will include:

- Demographic data such as name, birthdate, level/grade, school year.
- Medication name, dose, date/time given.
- Verify the amount of medication supplied to the school and date of receipt
- The person receiving the medication shall ensure that the student's name is affixed to the package of any non-prescription drug product.
- Signature of person administering, or for subsequent administrations the person's initials may be used.
- Dose changes, dated, with the signature of designee and cosigned by the school nurse.
- Documentation of medication must be completed immediately after the administration to the student to assure accuracy and safety.
- Document the reason medication may not be administered (e.g. student was absent, student refused to take the medication, lack of supply of medication from the student's parent or guardian).

- Document and report medication errors and/or missed medications to the school nurse immediately. Document any medication administration that deviates from the instructions of the health care practitioner and parent or guardian (medication administration error) on the medication administration log. Some examples of medication errors include: administration of the medication to the wrong student, administering the wrong medication to a student, administration of the wrong dosage of medication to the students, administering the medication via the wrong route, administration of the medication at the wrong time, and failure to administer a medication in accordance with the appropriate health care practitioner and parent or guardian instructions. An incident report should be completed and submitted to the school nurse. The parent or guardian and health care provider (if applicable) should be notified of the incident.

The Student Medication Record(s) (form 453.4 Exhibit A and 453.4 Exhibit B) will be maintained in the student medical record after discontinuation of the medication. No record of dose administration will be maintained by school personnel for high school students or if determined younger students who possess and self-administer medication(s).

The school nurse is responsible for maintaining written records of school personnel who have been authorized to administer medication to students and of documentation of staff completion of all required training courses, including the dates on which such training occurred.

School personnel shall maintain the confidentiality of student health and medication administration related records in accordance with applicable state and federal laws and regulations and the District's student records policy and procedures.

VI. 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 in accordance with the manufacturer's or health care practitioner's storage instructions.
- Report to the school nurse any dose changes, inconsistencies, or medication side effects.
- Keep a copy of the Medication Policy in an accessible spot for immediate reference.
- Document all medication administered or reason medication may not be administered (e.g. student was absent, student refused to take the medication, lack of supply of medication from the student's parent or guardian)
- Report errors and or missed medications to the school nurse immediately. Document any medication administration that deviates from the instructions of the health care practitioner and parent or guardian (medication administration error) on the medication administration log. Some examples of medication errors include: administration of a medication to the wrong student, administration of the wrong medication to a student, administration of the medication at the wrong time, and failure to administer the

medication in accordance with the appropriate health care practitioner and parent or guardian instructions. An incident report should be completed and submitted to the school nurse. The student's parent or guardian and health care practitioner (if applicable) should also be notified of the incident.

- The above documentation should occur immediately after the medication is administered to the student to assure accuracy and safety.

Designated school personnel have the right to refuse to administer medication to students when the medication administration procedures as described in Section II 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 information on medication side effects.
- Provide training, supervision, and evaluation of the administration of medication in the school.
- Maintain records of staff completion of medication administration.

VII. Distribution of Policy and Liability Waiver

All school employees who are authorized to administer medications to a student shall receive a copy of the Medication Administration to Students Policy and Rule and shall 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 School District administrator or any school principal who authorizes an employee ~~to~~ to administer a non-prescription or prescription medication to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence.

Legal Ref:

Wisconsin State Statutes	118.125, Pupil Records
	118.29, Administration of drugs and emergency care
	118.291, Asthmatic pupils; possession and use of inhalers
	118.292, Possession and use of epinephrine auto-injectors
	118.2925, Life-threatening allergies in school; use of epinephrine auto-injectors
	121.02(1) (g), Provide for emergency nursing services
	146.82, Confidentiality of patient health care records
	146.83, Access to patient health care records
	441.18, Prescriptions for and delivery of opioid antagonists
	448.037, Prescriptions for and delivery of opioid antagonists

Cross Ref: 453.1 Emergency Nursing Services
453.4, Medication Administration to Students
453.4-Exhibit A, Prescription Medication Consent Form
453.4-Exhibit B, Over-the Counter Medication Consent Form
453.5, Life-Threatening Allergy Management
453.5-Rule, Standing Order for Allergic Reaction

Adopted: 5-11-92

Revised: March 1994
October 1997
December 2000
March 2002
April 2012
May 2020

Waunakee Community School District