

Medications should be administered to school children at home, rather than at school, whenever possible.

District employees who are authorized to do so in writing by a school principal or District administrator, may administer medications to students under the rules established to implement this policy. These rules shall be developed with the assistance of a school nurse and adopted by the Board.

The school nurse shall be responsible for overseeing the receipt of the written medication instructions and consents, maintenance of complete and accurate medication administration records, proper storage of medications, and disposal of outdated and unused medications in accordance with District procedures.

The school principal or District administrator shall be responsible for ensuring that the written medication administration instructions that are on file in the District are periodically reviewed by the school nurse.

Authorized District employees who administer a prescription or nonprescription drug shall complete Department of Public Instruction-approved training before administering medication to a student.

Students may possess (carry) and use an inhaler or epinephrine auto-injector (e.g., Epipen®) as well as self-administer their own prescription and nonprescription drugs with the written approval of the student's physician and parent or guardian.

No District policy or procedure shall be interpreted to limit or detract from the immunities and other limitations on liability available under the law to nurses and other persons who engage in or assist with the administration of medication to students.

---

Referenced Acts, Statutes, Instructions: §118.29, 118.291, 121.02(1)(g), Wisconsin Statutes; PI 8.01(2)(g), Wisconsin Administrative Code

Cross Reference: 453.4-Rule, Guidelines for Administration of Medication to Students

Adopted: July 1982

Revised: March 2006, November 2009, August 2013

In compliance with state law, authorized District employees may administer a medication to a student at school or at approved off campus activities in cases where the medication is needed to enable the student to participate in school activities. Proper written instructions and consent forms shall be obtained from the physician/licensed prescriber and the student's parent/guardian before any medication may be administered.

According to written instructions from the physician/licensed prescriber, medications may be administered to a student by District employees trained in medication management. No employee, except a health care professional or aide, may be required to administer medication to a student by any means other than ingestion.

The Eau Claire Area School District assumes no responsibility in circumstances where students bring and consume medication at school without benefit of the procedures outlined within this policy.

### **Procedures**

#### **Administration of Medication by District Employees**

1. The building principal will designate, in writing, employees to administer medications to students. The school nurse shall assist the administrator in ensuring that such employees receive the required instruction, support and supervision.
2. A school nurse may delegate the administration of medications to employees without a health care license in the school setting with appropriate training, supervision and evaluation of employees in accordance with the Wisconsin Nurse Practice Act.
3. Employees authorized to administer medications to students must complete District-approved medication administration training.
4. Authorized District employees will administer a medication to a student only with a completed Child/Student Medication Management Form from the physician/licensed prescriber and a signed Medication Consent Form from the parent/guardian. A copy of the form is to be kept with the medication administration log.
5. All medications prescription/nonprescription administered by employees will be kept in a locked container in a secured area. All prescription medications shall be kept in their original pharmacy-labeled package, which includes the student's name, current date, the correct dosage, time to be administered, and physician/licensed prescriber's name. Nonprescription medications are to be supplied in the original manufacturer's container that lists the ingredients and recommended dose.
6. The school shall maintain an accurate and confidential system of record keeping for each student receiving medications at school.

7. A school nurse is the only District employee who may legally accept a telephone order/instruction from a physician/licensed prescriber which is to be confirmed by a written order and parent consent. No District employee may accept an order (by telephone or written) from a parent/guardian.
8. The school shall maintain a medication administration log which includes the 5 Rights of Medication Administration and staff member who administered the medication:
  - a. Names of student
  - b. Name of medication
  - c. Time of administration
  - d. Route of administration
  - e. Dosage
9. School staff will communicate with parent/guardian about any remaining medications at the end of the school year. Medications not picked up by the parent/guardian within seven days of the last day of school will be collected and disposed of through the Eau Claire County Prescription Drug Disposal Program.

#### **Student Possession and Use of Prescription/Nonprescription Medication**

1. Students may carry and administer their own prescription and nonprescription medication when written authorization by a physician/licensed prescriber and parent/guardian is on file with the school nurse. This medication must be in the original pharmacy/manufacture's-labeled container.
2. It is the responsibility of the student to comply with all school policies/rules relating to student alcohol/drug use.

#### **Parent(s)/Guardian(s) Responsibilities**

1. Notify the school nurse or school administrator of the child's need(s).
2. Complete the Child/Student Medication Management Form, which grants the District employees permission to administer medication to the child in the dosage prescribed and to communicate directly with the physician/licensed prescriber. The Child/Student Medication Management Form is valid only for the current school year and summer immediately following.
3. Deliver the medication to the school nurse or administrator (or his/her designee).
4. Make sure that each prescribed medication is in its pharmacy-labeled package. Nonprescription medications are to be supplied in the original manufacturer's container that lists the ingredients and recommended dose.

5. Obtain additional written instructions from the physician/licensed prescriber and deliver them to the school nurse or administrator (or his/her designee) each time there is a change in medication, dosage, or time that the medication is to be administered.
6. Assume full responsibility for the safe delivery of medications to the school nurse or administrator (or his/her designee).
7. Notify the school nurse or administrator (or his/her designee), in writing, if the medication is discontinued during the school year.

---

Adopted: July 1973

Revised: March 2006, March 2010, August 2013