

SCHOOL DISTRICT OF BAYFIELD**ADMINISTERING MEDICATION TO PUPILS**

Administration of medications in school shall be in accordance with state medical and nursing guidelines to assure that any pupil requiring medication is receiving that medication in a safe, appropriate, and timely fashion. Whenever possible, medication should be administered to school children by parents at home. Under particular circumstances medication may be administered by school personnel. The following procedures must be followed:

- ❖ Only custodial parents or legal guardians shall request and authorize, in writing, that designated school personnel administer medication to their child. Administration of prescription medications shall be in accordance with the written instructions of a physician.
- ❖ Medications authorized by parents and/or guardians shall be kept in a locked cabinet at school. All medication to be administered must be in its original container and have the following information printed on the label in language understandable to a layman.
 1. Child's full name
 2. Name of drug
 3. Number of doses in container
 4. Time and quantity to be given
 5. Physician's name
 6. Name and telephone number of the pharmacy
- ❖ There may be times when it is asked of the School District to pick up prescription medication at a pharmacy for a student. The school nurse or designee must receive a written order form from the physician stating the name, dosage, and time of day the medication needs to be given before it is picked up from the pharmacy. If a school designee picks up a prescription for a family, the school nurse and/or his/her designee will ONLY dispense the medication to the student at school according to the physician's order. No medication will be released to the student, friends, or family members to be distributed for weekends or absenteeism (unless ordered to by prescribing physician.)

An accurate and confidential system of record keeping shall be established for each pupil receiving medication at school. School personnel cannot administer medication without the appropriate written authorization.

LEGAL REFERENCE: Section 118.29 Wisconsin Statutes
121.02 (1)(g)

CROSS REFERENCE: 453.4 Rule-Guidelines for Administering Medication
to Pupils

453.4-Exhibit 1 Over the Counter Medication
Consent Form

453.3-Exhibit 2 Physician's Order for Medication
Administration

APPROVED: November 12, 1984

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