

SCHOOL DISTRICT OF BAYFIELD

ADMINISTERING MEDICATION TO PUPILS GUIDELINES

In accordance with state law and the guidelines of the State of Wisconsin Medical Examining Board, the following procedures in administering medications by school personnel shall be followed:

PHYSICIAN PRESCRIBED MEDICATIONS

When prescribed medications are administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the implementation of the service. No prescribed medication shall be given to a pupil by an employee or agent of the school district unless the following are delivered to the school nurse responsible for administering the medication:

- ❖ A completed “Request for Medication” form from the physician prescribing the medication. The instruction form must be signed by the physician and include a written statement from the physician if there are any specific conditions and/or circumstances under which contact should be made with the physician concerning the condition or reactions of the pupil to the medication and which indicates a willingness on the part of the physician to accept direct communication(s) with the person(s) administering the medication.
- ❖ The parent/guardian must also sign this form in the designated space, which further authorizes school personnel to give the medication in the prescribed dosage and allow such administering personnel to contact the physician directly.
- ❖ No medication will be administered by school personnel or its agents unless and until the above noted form(s) have been completed and filed with the appropriate school personnel.
- ❖ 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.
 - a. Child’s full name
 - b. Name of drug
 - c. Number of dosages in the container
 - d. Time and quantity to be given
 - e. Physician’s name
 - f. Name and telephone number of the pharmacy
- ❖ Medications will be administered by the school nurse or by individuals designated by the school nurse and/or school principal. Except in case of an emergency, under no circumstances shall a medication be dispensed by anyone other than a school employee or agent while the pupil is at school. Every effort shall be made to provide for the appropriate instruction of persons who are authorized to administer drugs to pupils.

- ❖ It shall be the responsibility of the pupil, if appropriate, to report for his/her medication at the designated time.
- ❖ Only limited quantities of any medication are to be kept at school. All medications are to be kept in a locked cabinet not accessible to pupils, and are to be checked out only by a district employee or agent designated to administer the medication.
- ❖ Any change in dosage, discontinuation of administration, or time for administration must be made in writing and shall be only at the request of the prescribing physician.
- ❖ All request forms and related materials must be renewed annually and/or at any time a medication is changed.
- ❖ The school nurse or designee shall maintain a daily and up-to-date record of pupils in his/her school requiring medication during school hours. The record shall include the pupil's name, the type of medication, the dosage, the time to be given, verification that the dosage was given, time dosage was given, and the name of the person(s) who administered the medication.
- ❖ Copies of the completed request form(s) and other materials relating to administering of the medication shall be maintained in the school health office and kept confidential.

OVER-THE-COUNTER MEDICATIONS

Designated personnel will administer over-the-counter (non-prescription) medications only with the over the counter request form completed and on file in the school health office.

CROSS REFERENCE: Policy 453.4 Administering Medication to Pupils

APPROVED: May 26, 1992

REVISED: May 8, 2006

REVISED: September 11, 2008