

MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT

Administrative Policy and Procedure Manual

453.4

ADMINISTRATION OF MEDICATION TO STUDENTS

Policy

Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis.

The Middleton Cross Plains Area School District shall administer medication in accordance with Wisconsin State Statutes 118.29, 118.291. The School District may administer any prescription medication to a student in compliance with the written instruction of a practitioner and written consent from the student's parent or guardian as defined by Wisconsin State Statute 118.29. Administration of nonprescription medication requires the written instruction and consent of the student's parent or guardian. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and written consent from the student's parent or guardian. Students with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of the student's physician and parent or guardian.

Medication administration may be delegated by the school nurse to any school employee with proper training, supervision, and evaluation as defined in Wisconsin Administrative Code N. 6.01 and DPI training guidance. Determining such individuals will be the joint responsibility of the building administrator and the school nurse. The school employee who is authorized to administer medication is immune from civil liability for his or her acts or omissions in administering medication to a student unless the act or omission constitutes a high degree of negligence. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act; therefore, they are not necessarily immune from civil liability for the aforementioned acts or omissions. The Middleton-Cross Plains Area School District administrator or principal who authorizes an employee to administer a drug or prescription drug to a student will be immune from civil liability for the action authorized, unless a court determines that the action constitutes a high degree of negligence.

No school employee, except a health care professional, may be required to administer medication to a student by any means other than oral ingestion.

Procedures for obtaining and filing written instructions and consents for medication administration, and the protocols for storage, administration, and documentation are delineated in this policy's Administrative Rule.

Procedure

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:

- The task must be commensurate with the education, preparation, and demonstrated abilities of the delegate.
- The school nurse provides direction (training) and assistance to the delegate.
- The delegate's administration of medications is periodically observed, monitored, and documented by the school nurse.
- The delegate completes DPI online course for medications to be given by inhalation, injection, rectally, per G-tube, and per J-tube and submits printed, completed test for this course to the School Nurse.
- 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 to the medications.

II. Consent to Administer

A. Prescription Medications

The Medication Administration Information Form is available in each health office and on the district web site: www.mcpsd.k12.wi.us

A written, signed statement from the parent/guardian and a written, signed instruction from a practitioner must be on file at the school authorizing school personnel to administer any medication. (See Medication Administration Information form) The statement must include:

- Student name, date of birth
- Medication name, dose, route, frequency, time/conditions, duration
- Reason for medication
- Name of practitioner
- Parent/guardian signature, practitioner signature, date

Requests must be renewed each school year or more often if changes in dosage occur. All changes will be noted on the medication administration record, dated and initialed by the designee. 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 (over-the-counter) which is FDA approved can be administered.

- A written, signed statement from the parent/guardian must be on file at school authorizing school personnel to administer (Medication Administration Information form).

- Non-prescription drugs must come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose.
- Non-prescription medications must be supplied by parent in the original container 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 manufacturers recommendations must be accompanied by a practitioner's signature.
- All medication must be supplied by the parent.

C. Food Supplements, Natural Products

For the safety and protection of students, food supplements and natural products will not be given in the school setting unless approved by the FDA or prescribed by a practitioner. 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 if non-FDA approved.

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 a prescribing practitioner and their parent or guardian on file in the Health Office and updated annually. (Asthma Management Plan or Medication Administration Information Form).
- 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/guardian, school nurse, and administrator, may possess and self-administer non-prescription medication(s) upon receipt of written parental permission. (See MHS Medication Administration Information form.)
- Responsible high school students, as determined by the parent, school nurse and administrator, may possess and self-administer prescription medication, other than medications considered controlled substances per WI State Dispensing Laws, (Wis Act 286 &230) and the Controlled Substance Act (US. congress 1970) upon receipt of written parental permission AND written instruction and approval of the student's practitioner. (See MHS Medication Administration Information form.) At any time, the student will possess no more than a one week supply of the medication which must be in the original pharmacy labeled package/container.
- 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, MCPASD 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/guardian and practitioner (prescription medication) carried by the student.

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 (i.e., refrigeration).

The parent/guardian shall pick up unused portions of medication after the completion of the school year or when medications have been discontinued. After notification at the end of the school year, medications may be destroyed.

V. Documentation

An accurate individual student record of administered medication will include:

- Demographic data such as name, birth date, level/grade, school year.
- Medication name, dose, date/time given.
- Signature of person administering written in ink.
- Dose changes, dated, with the signature of designee and cosigned by the school nurse.
- Document all medication administered immediately.
- Document the reason medication may not be administered (absent, refusal).
- Document and report errors and or missed medications to the school nurse immediately.

The Student Medication Record(s) will be maintained in the student health record after discontinuation of the medication.

No record of dose administration will be maintained by school personnel for high school students who possess and self administer medication(s).

VI. Rights and Responsibilities

Designated school personnel have the responsibility to:

- See that the medication is given within 60 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 (i.e., refrigeration for liquid antibiotics).
- 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 (absent, refusal).
- Report errors and or missed medications to the school nurse immediately.

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 or volunteers who are authorized to administer drugs to a student shall receive a copy of this policy 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 district administrator or any principal who authorizes an employee to administer a drug or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence.

LEGAL REF.:

Sections 118.125 Wisconsin Statutes

118.29

118.291

121.02(1)(g)

146.81 - 146.84

PI 8.01(2)(g), Wisconsin Administrative Code

The Controlled Substances Act US. Congress 1970

Act 286 Wisconsin

Act 230 Wisconsin

CROSS REF.:

347, Student Records

443.4, Student Alcohol and Other Drug Abuse

453.1, Emergency Nursing Services

453.3, Communicable Diseases

District Exposure Control Plan

Exhibits:

No Exhibits

Adopted:

August 2002

Revised:

December 2004

February 5, 2011

October 16, 2012