

FILE: JHCD

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 16, 1989 **FILE SECTOR: STUDENTS**
DATE REVISED: May 16, 2002 **POLICY TITLE: ADMINISTRATION OF**
DATE REVISED: January 15, 2009 **PRESCRIPTION AND NON-**
DATE REVISED: June 18, 2015 **PRESCRIPTION MEDICATIONS**
DATE REVISED: June 21, 2018
DATE REVISED: March 22, 2021
DATE REVISED: June 24, 2024

Medford Area Public School District (MAPSD) authorizes designated school personnel to administer medications to students under specified conditions and therefore immunizing these designated school personnel from civil liability. The board of education (BOE) realizes that students will need to receive over-the-counter (OTC) or prescription drugs. The school nurse will supervise the administering of medications to students.

CROSS REFERENCE: JHCD-R
LEGAL REFERENCE: 118.29, 118.291, 121.02(1)(g), 450.01 (20) Wis. Statutes and
PI8.01(2)(g) Wisc. Admin. Code, Wisc. School Nurse Handbook

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	June 17, 1980	FILE SECTOR:	STUDENTS
DATE REVISED:	November, 1985	POLICY TITLE:	ADMINISTRATION OF
DATE REVISED:	February 16, 1989		PRESCRIPTION AND NON-
DATE REVISED:	November 17, 1994		PRESCRIPTION MEDICATIONS
DATE REVISED:	July 15, 1999		
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DATE REVISED:	January 15, 2009		
DATE REVISED:	June 18, 2015		
DATE REVISED:	June 21, 2018		
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DEFINITIONS

Controlled substances: Pharmaceutical controlled substances are drugs that have a legitimate medical purpose, coupled with a potential for abuse and psychological and physical dependence. They include opiates, stimulants, depressants, hallucinogens and anabolic steroids.

Drug: Means any substances recognized as a drug in the official U.S. pharmacopoeia and national formulary or official homeopathic pharmacopoeia of the U.S. or any supplement for either of them.

Medical Advisor: Physician licensed to practice in the State of Wisconsin.

Licensed practitioner: Includes physician, dentist, podiatrist, optometrist, physician assistant and advanced practice nurse prescriber licensed in any state.

Prescription Drug: Has the meaning specified in 450.01 (20)

Nonprescription Over-the-Counter (OTC) Medication: Any non-narcotic drug product which may be sold without a prescription order and is prepackaged for use by consumers and labeled in accordance with the requirements of state and federal law.

PHYSICIAN PRESCRIBED MEDICATIONS - BASIC REQUIREMENTS

The state of Wisconsin Medical Examining Board has determined that where medications are administered, the licensed practitioner prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of said medication. In order to ensure that the licensed practitioner retain the power to direct, supervise, decide, inspect and oversee the implementation of this service, no medication shall be given to a student by an employee or agent of the BOE unless the following are delivered to the individual(s) responsible for administering the medication.

Written instructions from the prescribing licensed practitioner for the administration of the prescription medication which:

- Identifies the specific conditions and circumstances under which contact should be made with the licensed practitioner concerning the condition or reactions of the student to the prescribed medication.
 - Indicates a willingness on the part of the licensed practitioner to accept direct communication(s) from the person(s) administering the medication.
 - Is signed by the prescribing licensed practitioner.
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- Only a registered nurse may accept verbal orders from a licensed practitioner. In the event the

school nurse received a verbal order from a licensed practitioner, a Medication Administration Consent Form will be faxed and completed by the licensed practitioner. The verbal order will be documented in the student's health record.

A written statement from the parent(s)/guardian(s) of the affected student:

- Authorizing school personnel to give the medication in the prescribed dosage. No employee or volunteer, except a health care professional may be required to administer any medication to a student by any means other than ingestion.
- Authorizing school personnel to contact the licensed practitioner directly.

PHYSICIAN PRESCRIBED MEDICATIONS - PROCEDURES

Consent form required:

- Medication Administration Consent Form
 - No medications will be administered by school personnel unless and until this form is completed and returned to the school nurse or principal's designee.

Whenever possible, parents should hand-deliver prescribed medications to the school health office. The principal or school nurse reserves the right to require parents to bring medication in as necessary. Medication will be in a pharmacy container, or with a pharmacy label listing:

- Student's full name
- Name of drug and dosage
- Time and quantity to be given
- Licensed practitioner's name

The pharmacy container/ label must be verified and match the Medication Administration Consent Form.

Each time prescription medication is brought to the health office or sent home, medication will be counted by a staff member and the quantity will be documented in the student's medication record.

It is the student's responsibility, if appropriate, not school personnel, to get their medication at the designated times. Efforts will be made to contact a student who fails to report.

Only limited quantities of any medication are to be kept at school. Said medications are to be kept in a safe place, not accessible to students and checked out only by a district employee or agent designated to administer the medication.

- While in school, at a school-sponsored activity or under the supervision of a school authority, an asthmatic student may possess and use a metered dose inhaler or dry powder inhaler, if all of the following are true:
 - The student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
 - The student has the written approval of the student's licensed practitioner and the written approval of the student's parent(s)/guardian(s).
 - The student has provided the school nurse with a copy of the approvals.
- While in school, at a school-sponsored activity or under the supervision of a school authority, a student with anaphylactic allergy may possess and use an epinephrine device if all of the following are true:
 - The student has the written approval of the student's licensed practitioner and parent(s)/guardian(s).
 - The student has provided the school nurse with a copy of the approvals.

The length of time for which a medication is to be administered shall be specified in the written instruction from the prescribing licensed practitioner. Any change in dosage, time to be administered or discontinuance of administration must be in writing, said changes to be at the request of the practitioner only.

Students in grades 9 through 12 on a school sponsored activity may self-carry and self-medicate non-controlled prescription medication(s). Medication amount must be limited to the prescribed dose plus one, if all the following are true:

- The student has the written approval of the student's licensed practitioner and parent(s)/guardian(s).
- The student has provided the school nurse with a copy of the approvals.

Consent form and prescription related materials must be obtained annually and/or at any time a medication is changed.

NON-PRESCRIPTION OTC MEDICATIONS – BASIC REQUIREMENTS

No medication shall be given to a student by an employee or agent of the BOE unless the following are delivered to the individual(s) responsible for administering the medications:

A written statement from the parent(s)/legal guardian(s) of the affected student:

- Authorizing school personnel to give medication in the recommended therapeutic dosage.
- Medication Administration Consent Form does not require a licensed practitioner's signature unless the dose requested exceeds package instructions.
- Over the counter medication not FDA approved must be accompanied by a licensed practitioner signature for administration at school by school staff.

Non-prescription medications must come in the manufacture's packaging with a list of ingredients and recommended therapeutic dose in a legible format. All non-prescription medication containers will be labeled with the student's name.

NON-PRESCRIPTION OTC MEDICATIONS – PROCEDURE

Designated personnel will administer non-prescription OTC medications only with written instructions and consent from a student's parent(s)/guardian(s) or Medication Administration Consent Form. Non-prescription OTC medications shall be provided to the school by the parent(s)/guardian(s).

- The Medication Administration Consent Form is required. No medications will be administered by school personnel unless and until form is completed.
- The Medication Administration Consent Form must be verified that the dose is within the manufacturer's packaging therapeutic dosing.

Students in grades 9 through 12 may self-administer non-prescription OTC medications. Consultation with the student, parent/guardian, licensed practitioner, school nurse and/or principal may be needed to determine whether the student is capable of self-administering. Only limited quantities of any medication are to be kept at school. Said medications are to be kept in a safe place, not accessible to other students.

Consent form and OTC related materials must be obtained annually and/or at any time a medication is changed.

School Stock Medications

Annually the district's Medical Advisor will sign standing orders for the stocking of OTC medication to students aged 12 years and older which include oral regular strength Acetaminophen, and Ibuprofen according to the directions provided by the manufacturer. No more than three doses in two weeks will be administered and no more than one dose per day.

Annually a written electronic approval from the parent(s)/guardian(s) will be provided to the school for consent and permission for designated school staff to administer to their student school stocked OTC medication according to direction provided by the manufacturer. No more than three doses in two weeks will be administered and no more than one dose per day.

Training

School personnel authorized by the principal to administer medication to students shall be provided appropriate instructions approved by Wisconsin Department of Public Instruction (DPI) and will be supervised by the school nurse. Determining which individuals should be responsible for medication administration will be the joint responsibility of the principal and school nurse.

No employee or volunteer, except a healthcare professional may be required to administer any medication to a student by any means other than ingestion.

The school nurse will assure that school staff designated to provide medication administration receive DPI approved knowledge training at least every 4 years and perform at least annually a return demonstration of the medication administration procedure to the school nurse to ensure competency.

A staff health training log will document staff training(s) and assignments. This record will be stored in the school nurse's office.

Record Keeping

An accurate and confidential system of record keeping shall be established for each student receiving medication. Each dose of medication must be documented and the school nurse will periodically review such documents.

All medication errors will be documented on the Medication Administration Incident Report and filed in the student's health record.

At the end of the school year, when there is a change in the medication or medication is discontinued all medication forms will be filed in the student's health record.

School personnel authorized by the principal to administer medication to students shall see that the medication is given within 1 hour before or after the time specified by parent(s)/legal guardian(s) and/or licensed practitioner.

Approximately two weeks prior to the end of the school year parent(s)/legal guardian(s) will be notified in writing and/or phone call to pick up any remaining unused medications. Medication/treatment supplies will be destroyed if they have not been picked up within three days from the last day of instruction.

Medford Area Public School District

**Medication Administration
Consent Form**

Name of Student: _____ Grade: _____ Teacher _____

Address: _____

Parent/Guardian: _____ Phone: _____

Licensed Practitioner: _____ Phone: _____

Medication Name and Strength: _____

Dose: _____

Route: _____

Time to be administered at school: _____

Date Order Effective From: _____ To: _____

Diagnosis/Reason for Medication: _____

Location of Medication: _____

Medication Name and Strength: _____

Dose: _____

Route: _____

Time to be administered at school: _____

Date Order Effective From: _____ To: _____

Diagnosis/Reason for Medication: _____

Location of Medication: _____

State the condition under which direct contact shall be made with the licensed practitioner in case the student receiving the medication develops an unusual condition or reaction to the medication.

- 1. **Licensed Practitioner signature**-Directs the above medication administration and indicates a willingness to communicate with staff who administers the medication.
- 2. **Parent/Guardian signature**-Allows staff to administer the above medication and to contact the health care provider if necessary. Agrees to hold the MAPSD harmless in any and all claims arising from the administration of this medication in school.

Practitioners Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

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Administration of any medication to students is governed by Wisconsin Statute 118.29

General Information:

- Medication can only be accepted at school in original containers, or labeled pharmacy bottles.
- Medication should be transported to and from school by an adult.
- Students with permission may carry and self-administer their asthma inhaler, epinephrine, or insulin. Contact your school nurse to make arrangements if your child needs to carry other medications.
- School staff may not administer narcotic pain medication to students.

Prescription Medication:

- Prescription medications require licensed practitioner signature. To assist you, staff can FAX the form to your licensed practitioner for signature.
- Medications should be in a pharmacy container, with pharmacy label listing student's name, medication name, dosage and schedule.
- Information listed on the Medication Administration Consent Form must match the information on the pharmacy container, (i.e.: medication, dose, time given).
- Change in medication, dose or time requires an updated Medication Administration Consent Form, and a pharmacy bottle with an updated label.
- On delayed start times or late arrivals to school, medications will not be administered unless it is within 1 hour of the administration time specified by the licensed practitioner.

Non-Prescription Over-The-Counter Medication:

- Medication Administration Consent Form does not require licensed practitioner signature unless the dose requested exceeds package instructions.
- OTC medication not FDA approved must be accompanied by a licensed practitioner signature for administration at school by school staff.