



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

≈

Spring Green, Wisconsin 53588

≈

Phone: 608-588-2551

452.4 Rule

Procedure for Administering Medication to Students

Students requiring medication at school or a school activity shall be identified by their parent/guardian to the school nurse. He/she in turn, shall assume authority for involving designated school personnel in the administration of the medication. This does not prohibit the older and reliable middle school or high school student from assuming the responsibility of self administering medication, with the approval of his/her parent/guardian and physician.

Prescription Drugs

Written instructions and signature from the student's health care practitioner and written consent of the parent or guardian must be on file at the school where the medication is being administered, and reviewed by the school nurse, prior to administration of a prescription drug.

The prescription drug must be supplied by the student's parent or guardian in the original pharmacy labeled package. The package must specify:

- Name of the student
- Name of prescription medication and dosage
- Time to be given; and
- Name of the prescriber
- Directions for administration

Nonprescription Medication

Written instructions and a signature from the student's parent or guardian must be on file at the school where the medication is being administered, and reviewed by the school nurse, prior to administration of a nonprescription drug.

The nonprescription drug must be sent to school by parent or guardian in the original manufacturer's packaging. The package must specify:

- A list of active ingredients; and
- Recommended therapeutic dose

Nonprescription drug products may only be administered in higher than recommended therapeutic dosage by written approval of the medical provider and parent or guardian.

Self-Administered Medication

Students with asthma, while at school, at a school-sponsored activity, or while under the supervision of a school authority, may possess and self administer metered dose inhalers or dry powder inhalers if the following requirements are met:

1. The student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms

2. The student has the written approval of his/her physician and, if he or she is a minor, the written approval of his or her parent or guardian
3. A copy of the Medication Administration Information for the current school year is on file at the student's school.

Responsible middle and high school students, as determined by the parent, school nurse, and building administrator, may possess and self-administer certain medications at school. Only the amount of medication needed for that day should be carried by the student.

It's recommended that a written statement identifying the medication and granting permission for self administration be signed by the parent/guardian. This statement should be carried by the student or maintained in the student's health file.

Factors to be considered include:

- Type of medication (controlled substances such as narcotics or Ritalin needed during school hours must be kept in a designated secure location and administered by trained school personnel)
- Reason for medication
- Age of student
- Responsibility of student

Medication Storage

- Medication will be stored in a designated secure location.
- Only limited quantities of medication are to be kept at school.
- Emergency medications which need to be immediately accessible will be stored in an appropriate location per individual student need (i.e. epinephrine, Glucagon)
- Medication will be stored to maintain quality (i.e., refrigeration)
- The parent or guardian shall pick up any remaining medication within 7 days after the completion of the school year or when medications have been discontinued.
- Any remaining medication will be disposed of per state law for institutions.
- Medication shall not be kept in a student's locker.

Transporting Medications

- Medications should be transported to and from school by a responsible adult
- Medications should be delivered to a designated individual in each school
- Medications should be delivered in original pharmacy or manufactured-labeled container

Documentation

- An accurate and confidential medication administration record shall be maintained for each student receiving medication. The record shall be kept by the school nurse or other authorized employee at the designated site, and periodically reviewed by the school nurse. The medication record will be maintained in the student's health file, after discontinuation of medication.
- An inventory shall be kept on all medications. Date, time, amount of medication, and documentation of who brought the medication to school, should be recorded on the electronic or paper medication record, by the person receiving the medication.
- Documentation of medication administration shall occur immediately after medication is administered.
- Medication errors are incorrect, omission, or wrongful administration of a medication such as:
 - Wrong dosage
 - Wrong route
 - Wrong medication

- Wrong student
- Wrong time (not given within 60 minutes before or after the prescribed time).
- In the event of a medication error, the prescribing practitioner and parent or guardian will be notified. Documentation shall be completed by the employee directly involved in the incident. The school nurse shall be notified immediately of a medication error. Documentation shall be filed with the student's health record.

Rights and Responsibilities

School personnel administering medication have the responsibility to:

- Complete and maintain up to date training approved by the Wisconsin DPI, in administering nonprescription drug products and prescription drugs
- Follow the 6 Rights of Medication Administration prior to administering any drug product:
 - Right Medication
 - Right Time
 - Right Route
 - Right Dose
 - Right Pupil
 - Right Documentation
- Promptly and accurately document all medication administered, or reason medication was not administered (student absence, student refusal, lack of supply).
- Maintain medication administered at school, in the designated secure place which also maintains medication quality (i.e. refrigeration for liquid antibiotics)
- Report to the school nurse any dose changes, discrepancy, or possible medication side effects
- Keep a copy of the medication policy immediately accessible for reference
- Report medication errors to the school nurse immediately
- Provide timely communication to the parent/guardian, when school supply of medication is low
- Maintain student confidentiality

The professional school nurse has the responsibility to:

- Use professional judgment in carrying out the medication policy
- Establish procedures for training, on-going supervision, and evaluation for employees administering medication in the school.
- Establishing and ensuring documentation and quality control systems for storage and administration of medications both on site and at off-site school sponsored events
- Oversee medication administration in schools to ensure that medications are administered safely.

Provisions for Medication Administration, During Class Field Trips

- A parent or guardian may attend a field trip to administer the medication to his or her child.
- If a parent or guardian is not able or willing to attend a field trip, an appropriately trained individual may be assigned by the school nurse or building administrator to administer medication.
- The following procedure will be followed for medication administration on field trips:
 - The school nurse or staff member authorized to administer medication in a particular school building shall place the proper daily medication for each individual student in a white medication envelope, and seal the envelope. Each dose of medication should be placed in an individual envelope.
 - The envelope shall be labeled with the student's name, name of medication, dosage of medication, and time to be administered.

- The employee responsible for administering medication during the field trip, is responsible to transport the medication
- After the administration of medication, the employee should immediately document the time and date given, and sign the empty medication envelope.
- All empty medication envelopes shall be saved, after administering medication, for verification purposes.
- Upon returning to the school setting, the employee shall give the medication envelopes to the school nurse or staff member authorized to administer medication in that building, who will in turn document the medication administration.

Communication of Policy and Liability Waiver

All school personnel authorized to administer drugs to a student, shall receive a copy of this policy and shall be advised that provisions in Wisconsin State Statute 118.29, provide immunity from civil liability for acts or omissions in administering a prescription or nonprescription drug product to a student under state law, unless the act or omission is in violation of the training requirement or constitutes a high degree of negligence.

LEGAL REF.: Sections 118.29 Wisconsin Statutes
 118.291
 121.02(1)(g)

Wisconsin Administrative Code N. 6.03(3)

APPROVED: April 15, 1982
 REVISED: June 8, 1989
 APPROVED: July 13, 1989
 REVIEWED: November 1997
 REVISED: July 8, 1999
 APPROVED: August 12, 1999
 REVISED: September 12, 2002
 APPROVED: October 10, 2002
 REVISED: March 16, 2006
 APPROVED: April 13, 2006
 REVISED: February 10, 2011
 APPROVED: December 20, 2011