



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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452.4 Rule 1

## **Administering Medication Procedure**

### **Nursing Responsibilities**

- 1) The School Nurse reviews medication orders upon receipt to evaluate if medication administration can safely be delegated.
- 2) The School Nurse assures that school staff designated to provide medication administration receive DPI approved knowledge training at least every 4 years (yearly is recommended) and perform a return demonstration of the medication administration procedure (skills training) to the School Nurse to ensure competency at least yearly.
- 3) The School Nurse provides yearly knowledge and skill acquisition training for emergency medication administration such as epinephrine, glucagon, and rectal diazepam to the district's designated school personnel before the start of each school year. Skill reinforcement is recommended to occur mid-school year and as needed, based on the School Nurse's judgment.
- 4) The School Nurse maintains documentation of all school staff who has received DPI approved medication administration training and have demonstrated competency through return demonstration. List of trained school staff should be updated at least annually.
- 5) The School Nurse reviews medication administration records at least monthly to ensure accurate medication administration procedures.
- 6) The School Nurse follows up on any identified medication errors, including parent notification (if it has not already occurred), physician notification if needed, and providing reinforcement of medication administration training and re-evaluation of competency of the person who was involved in the medication error (See Rule 2-Medication Error Procedure).
- 7) For students where a health care practitioner prescribed an albuterol inhaler for use by the student during school hours and has instructed the student in the correct and responsible way to use the medication(s), the School Nurse will assess whether an asthmatic pupil has the necessary self-management skills needed to possess and use a metered dose inhaler or dry powder inhaler.
- 8) For students where a health care practitioner prescribed an epinephrine auto-injector for use by the student during school hours and has instructed the student in the correct and responsible way to use the medication(s), the School Nurse will assess whether a student diagnosed with anaphylactic allergy has the necessary self-management skills needed to possess and use an epinephrine auto-injector.

## **District Responsibilities**

1. No prescription or non-prescription drug product will be administered by school/school district personnel without the Medication Administration form being filled out and returned to the School Nurse or building secretary.
  - a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the School Nurse or building secretary.
  - b. For a prescription medication, an Order for Medication Administration form must be filled out by a prescribing practitioner, addressed, and returned to the School Nurse or building secretary
  - c. The School Nurse or superintendent/principal's designee shall maintain an accurate medication file, which includes all of these necessary forms for each student/participant receiving medication. Any changes shall be communicated to the School Nurse or school district administrator's designee building secretary by both the prescribing practitioner and parent/legal guardian.
2. Prescription drugs to be administered in the school or at an school district site/program must be supplied by the student's/participant's parent/legal guardian in the original pharmacy-labeled package and have the following information printed, in a legible format, on the container:
  - a. Student's/participant's full name;
  - b. Name of the drug and dosage;
  - c. Effective date;
  - d. Directions;
  - e. Time to be given; and
  - f. Prescribing practitioner's name.
3. Nonprescription drug products to be administered in the school or at a school district site/program must be supplied by the student's/participant's parent/legal guardian in the original manufacturer's package and the package shall list the ingredients and recommended dosage in a legible format.
4. Prescription and non-prescription drugs will be administered to the student/participant at the designated time by the School Nurse or by an individual who has been authorized to do so.
5. All District employees authorized to administer drugs in the school or at a district site/program shall receive training, approved by the Department of Public Instruction, prior to administering any nonprescription or prescription drug product.
6. Parents are responsible for supplying the prescription or non-prescription drug for their child.
7. The school district staff person designated to administer medications shall see that the medication is given within 30 minutes before or after the time specified by the health care practitioner.
8. All prescription and nonprescription drug products administered at the school will be kept in a locked cubicle, drawer, or other secure manner that maintains the medications' effectiveness (such as a locked refrigerator or a locked container in the refrigerator for medications that require refrigeration).
9. Emergency medications will be stored in a reasonably accessible location (student's classroom,

School Nurse's office, main office).

- a. Medication should be kept in a secure but unlocked area
  - b. Staff should be aware of the storage locations, and of any back-up supply
  - c. Students may be allowed to carry their own emergency medication when appropriate
  - d. An individual is identified to maintain a schedule for tracking medication status and expiration dates of emergency medications
10. For controlled substances, school office personnel shall verify the amount of medication delivered by counting individual units of medication in the presence of either the adult who delivers it or another school personnel. The amount of medication shall be documented by school office personnel. School officials and/or the adult delivering medication shall document verification of the medication count by initialing the medication administration form. **Parents will adhere to specifications of self-administration (only pertaining to overnight field trips). See Policy 452.4 Exhibit 3.**
11. Students may self-carry albuterol inhalers and epinephrine auto-injectors if they have a medical order, have been instructed by their health care provider in the correct and responsible way to use an albuterol inhaler and/or epinephrine auto-injector and have been assessed by the School Nurse as having the appropriate self-management skills.
12. The length of time for which the drug is to be administered, which is not to exceed the current school year, including summer school or the length of the school district program, shall be contained in the written instructions from the prescribing practitioner.
- a. Further written instructions must be received from the prescribing practitioner with the consent of the parent/legal guardian if the drug is to be discontinued or any other change is to be made in the prescribing practitioner's original instructions.
13. An accurate and confidential system of record keeping shall be established for each student/participant receiving drug products.
14. An individual record for each student/participant receiving a drug product shall be kept by the School Nurse in the health office or the building secretary at a designated place at the local school site. The individual record shall include the type of drug product, the dose, the time given, the duration, and an inventory of the amount of drug product.
- a. The individual student record should include that student's picture to assist with identification of the student while taking appropriate steps to maintain confidentiality.
15. In the event of a drug administration error, the parent and School Nurse will be notified. Prescribing physician will be notified if parent or School Nurse feels it is appropriate or necessary. A written incident report explaining the error shall be completed by the School Nurse or building secretary or other employee involved, if any, and such report shall be filed with the student or participant health record and sent to School Nurse. (See Rule 2-Medication Error Procedure)
16. Nothing in this policy shall be construed to limit an employee's ability, including a nurse's ability, to respond appropriately in a health emergency situation, including but not limited to administering medication, if needed.

17. Any school employee or volunteer may administer an opioid antagonist to any pupil or other person who appears to be undergoing an opioid-related drug overdose if, as soon as practicable, the school bus operator, employee, or volunteer reports the drug overdose to 9-1-1.

References:

WI State Statutes 118.29 Administering drugs in Emergency Care and Civil Liability  
Exemptions

118.291 Asthmatic Students and Inhalers

121.02 (1)(g) School District Standards/Emergency Nursing Services

PI 8.01 (2)(g) Emergency Nursing Services

WI Admin Code N 6.03 Standards of Practice for Registered Nurses

CROSS REFERENCE:

Policy #452.4 - Administering Medication to Students

Policy #452.4-Rule 2 - Medication Error Procedure

Policy #452.4-Rule 3 - Disposal of Medical Waste

Policy #452.4-Exhibit 1 – Medication Administration Information

Policy #452.4-Exhibit 2 – Medication Incident Report Form

**Policy #452.4-Exhibit 3 – Self-Administration of Medication on Overnight Field Trips: Health Care Provider and Parent Permission Form**

APPROVED: April 15, 1982

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