



# RIVER VALLEY SCHOOL DISTRICT

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Spring Green, Wisconsin 53588

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452.4

## Administering Medication to Students

Medications should be administered to school children at home rather than at school whenever possible. School personnel, designated by the school nurse, may administer medications to students under established conditions and appropriate training required by the Department of Public Instruction.

In all instances where prescription medication is to be administered under this policy, the practitioner prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication.

No prescription medication shall be given to a student by any employee of the district unless the following have been received in the school where the medication will be administered:

1. Written instructions from the prescribing practitioner for the administration of the prescribed medication. Such instructions shall be signed by the prescribing practitioner.
2. Written instructions should include:
  - the name of the drug,
  - the dose,
  - approximate time it is to be taken,
  - the diagnosis or reason the medication is needed,
  - a list of adverse effects that may be reasonably expected,
  - **contraindication for** administering the medication.
3. A written statement from the prescribing practitioner which identifies the specific conditions and circumstances under which contact should be made with him or her in relation to the condition or reactions of the student receiving the medications, and reflects a willingness on the part of the healthcare provider to accept direct communications from the person administering the medication.
4. A written statement from the parent/legal guardian authorizing school personnel to give medication whether the dosage is prescribed by the practitioner or an over-the-counter medication and authorizing school personnel to contact the practitioner directly.
5. A written authorization form from a healthcare practitioner for an over-the-counter medication that is to be given daily for greater than 10 consecutive days.
6. Written approval from the student's practitioner for the administration of a nonprescription drug product in a dosage other than the recommended therapeutic dose.

7. Written approval from student's practitioner is required for administration of any medication product that contains aspirin.
8. Whenever possible, parents should hand-deliver prescribed and over-the-counter medication to the school office. The School Nurse or building principal reserves the right to require parents to bring medicine in as necessary.
9. Authorization for prescription and over the counter medication must be obtained annually and when changes occur. (Annual authorization for prescription and over the counter medications will be valid for students attending summer school).
10. When a health care practitioner has 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 student has the necessary self-management skills needed to possess and use a metered dose inhaler or dry powder inhaler.
11. When a health care practitioner has 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.
12. Elementary and Middle School students may not carry medication at school (with the exception of those listed in #10 and #11 above). Any bottles or pills that are found with the student or with their belongings will be confiscated and reported to the principal. High School students may carry a one-day supply of a non-prescription medication only. Any bottles or pills that are found with the student or with their belongings will be confiscated, taken to the Health Office for safe keeping and disciplinary action will be taken.

All written instructions and consent forms shall be filed in the school nurse's office. The school nurse shall be responsible for reviewing the written medication instructions periodically, maintaining complete and accurate records, and ensuring that all prescription and non-prescription medications are stored in a safe and secure place.

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 other school personnel. The amount of medication shall be documented by school office personnel. School officials and/or adult delivering medication shall document verification of the medication count by initialing the medication administration form or noting it in Skyward.

Approximately two weeks prior to the end of school parents will be notified in writing to pick up any remaining unused medication. The parent or guardian shall pick up unused portions of medications within five (5) business days after the completion of the school year or when medications have been discontinued. Medication/treatment supplies will be destroyed if they have not been picked up after five (5) business days after the completion of the school year.

## Emergency Medication

Emergency situation means a situation in which a student reasonably believes that he or she is experiencing a severe allergic reaction—including anaphylaxis—that requires the administration of epinephrine to avoid severe injury or death.

Epinephrine auto-injector means a device used for the automatic injection of epinephrine into the human body to prevent or treat a life-threatening allergic reaction.

**Epinephrine:** Authorized staff (school bus driver, employee, or volunteer) may use an epinephrine auto-injector to administer epinephrine to any student who appears to be experiencing a severe allergic reaction if, as soon as practicable, the school bus operator, employee or volunteer reports the allergic reaction by dialing the telephone number “911” or, in an area in which the telephone number “911” is not available, the telephone number for an emergency medical service provider.

**Glucagon:** Authorized staff (school bus driver, employee, or volunteer) may administer glucagon to any pupil who they know is diabetic and who appears to be experiencing a severe low blood sugar event with altered consciousness if, as soon as practicable, the school bus operator, employee, or volunteer reports the event by dialing the telephone number “911” or, in an area in which the telephone number “911” is not available, the telephone number for an emergency medical service provider.

## Field Trips

### ~~In State Field Trips:~~

The following applies to any school sponsored activity, including: field trips, student groups or clubs ~~and any overnight events/field trips~~ where a student has a medication ~~of on~~ file that may need to be given.

#### *Before the field trip:*

- At least one school-authorized person must have successfully completed the applicable DPI approved training depending on the medication needs of the students.
- Current training documentation must be on file with the District prior to the date of event or practice.

#### *Day of the field trip:*

The building principal or his/her designee assigned to administer student prescribed medications shall:

1. Document the following items on the medication envelope:
  - a. Name of the student
  - b. Name of the drug,
  - c. Dose,
  - d. Approximate time it is to be taken,
  - e. Instructions pertinent to administration of the medication.
2. Place one medication dose in envelope (if student requires more than one medication while on field trip, place each dose in a separate envelope).
3. Securely tape the envelope containing the prescribed medication to prevent loss of the medication.
4. Ensure that the responsible person in charge of the care of the student on the field trip is aware of any side-effects of the prescribed medication and who to contact should an emergency occur.

5. Explain to the individual who will be administering the medication(s) on the field trip that he/she must follow the procedures listed below to comply with the school district's policy:
  - Completely fill out the label attached to the student's envelope containing the prescribed medication(s)
  - Take the envelope to the school office to the administrator or his/her designee in charge of student prescribed medication(s) and record keeping immediately upon return from the field trip.
6. Diabetic students should be accompanied by a medically trained adult (parent, guardian, district staff).

### *Overnight and out-of-state or out-of-country Field Trips*

In the case of overnight or out-of-state field trips ~~or excursions~~ students in grades 9-12 may be approved by the school nurse to self-administer medications with parent and medical provider approval. For students in grades 4K-8 medications will be administered by a school-authorized person as stated under "Field Trips" in this policy. Students in grades 4K-8 will not be allowed to self-administer medication.

Self-administration of medications: "Self-administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction. A student may be responsible for taking his/her own medication after the school nurse has determined that the following requirements are met:

- Student demonstrates to the nurse that s/he is capable of self-administering medication according to school and medication administration policies.
- Self-administration is safe and appropriate for the student's health condition.
- Completion of the following forms:
  - Student Health Information form for Overnight School Field Trips" (see 352 – Exhibit 1)
  - "Self- Administration of Medication on Overnight Field Trips – Health Care Provider and Parent Permission Form" (*proposed* 452.4-Exhibit 3)

### *After the field trip:*

The building principal or his/her designee who is assigned to administer student prescribed medications during the field trip will be responsible for the following:

- Transfer all information from the field trip prescribed medication envelope label to the student's medication records.
- Place his/her name and initials in the appropriate area under the regular school day designee(s) name.

NOTE: If the information is being recorded by someone other than the individual who gave the prescribed medication to the student(s), place the documenter's initials after their name and initials.

### 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 REF.:

Policy #452.4-Rule 1 - Administering Medication Procedure

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: July 13, 1989

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