

## 453.4 RULE MEDICATION ADMINISTRATION PROCEDURES

Medication may be administered to students only in accordance with the following procedures:

### Prescription Medications

1. Prescription medication may be administered when the "Orders for Administering Prescription Medication in School" form, including the parent/guardian's written consent, has been filled out and returned to the school principal, the school nurse, or the individual administering medication.
2. Medication must be provided in the original prescription bottle and must have the following information printed on the container:
  - a. Student's full name
  - b. Name of medication and dosage
  - c. Administration instructions, including time to be administered
  - d. Prescribing physician's name
3. Medications classified as non-controlled substances such as antibiotics, eye drops, and inhalers for treatment of asthma may be sent to school with a student for delivery to the office. These medications must be in a pharmacy-labeled container, placed in a sealed envelope, labeled with the student's name and if in pill form, the number of pills sent.
4. Any medication identified as a controlled substance such as medication for treatment of ADD/ADHD, anxiety, or pain must be delivered to the school office by a parent, guardian, or other responsible adult. These medications must be in a pharmacy-labeled container, placed in a sealed envelope, labeled with the student's name, and if in pill form, the number of pills sent.
5. The length of time the medication is to be administered shall be included in the written instructions from the prescribing physician. Further written instructions must be received from the physician if the medication is to be discontinued or the original instructions regarding dosage or time the medication is to be administered are changed.
6. A new "Orders for Administering Prescription Medication in School" form must be completed annually.
7. Medication will be offered to the student at the designated time and be administered by the school nurse, health aide, or, if unavailable, by other designated school personnel. If the student refuses, the parent(s)/guardian should be informed.
8. All prescription medication administered at the school will be kept in a locked cubicle, drawer, or other safe place. Only limited quantities of medication are to be kept at school.
9. Asthmatic Pupils' Use of Inhalers

An asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler while in school, at a school-sponsored activity, or under the supervision of a school authority if all the following are true:

- a. The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
- b. The pupil has the written approval of his/her health care provider and, the written approval of his/her parent or guardian.
- c. The pupil provides the school with a copy of this approval.

No school district, school board or school district employee is liable for damage to a pupil caused by a school district employee who prohibits a pupil from using an inhaler because of the employee's good faith belief that the requirements above had not been satisfied or who allows a pupil to use an inhaler because of the employee's good faith belief that the requirements above had been satisfied.

10. Administration of Epinephrine to Students

School employees, school volunteers, and school bus drivers may administer a student's prescribed epinephrine if he/she appears to be experiencing a severe allergic reaction, even in situations when written physician instructions and parent consent are not on file with the District authorizing such medication administration. Employees, volunteers, and bus drivers must:

- a. Report the suspected allergic reaction, as soon as practical, by calling 911.
- b. If in an area where 911 is not available, they must call an emergency medical service provider.

Immunity is provided from civil liability for those persons who administer epinephrine in the above situations.

Students with epinephrine auto-injectors may possess and self-administer for the purpose of treating a severe allergic reaction to include anaphylaxis with the written approval of a license practitioner and parent/guardian.

Non-Prescription Medications

1. Non-prescription medication (e.g., Tylenol) may be administered to students by school personnel with written instructions and consent by the parent/guardian or adult student. The non-prescription medication must be delivered to school personnel by the student's parent/guardian or adult student.
2. School personnel should, under no circumstances, administer over-the-counter medication to students without having written authorization from the student's parent/guardian.
3. The school shall administer over-the-counter medication for a maximum of three consecutive days. It is the District's philosophy that if the student requires over-the-counter medication for more than three days, they should be seen by a physician. Diagnosis and treatment of illness and the prescribing of medications are never school responsibilities and should not be undertaken by any school personnel.
4. A request to administer a non-prescription medication in the dosage other than the recommended therapeutic dose must also be accompanied by the written approval of a licensed practitioner and parent/guardian.
5. This policy shall not prohibit the older and reliable high school students from assuming responsibility for self-administration and storage of non-prescription products. Non-prescription medications may be carried or kept in the student locker in small quantities only. All medications must be in the original labeled container. Students are, under no circumstances, to administer any over-the-counter medications to other students.

Other Prescription and Non-Prescription Medicines

1. Nutritional supplements or herbal, natural, or other non-traditional alternative medications or investigational medications will not be given in the school setting unless such medication is approved by the Food and Drug Administration (FDA) or prescribed by a practitioner. If FDA approved or prescribed by a practitioner, the following criteria must be met:
  - a. the original container is provided;
  - b. use for student is indicated;
  - c. appropriate dosing for student is clearly stated on the label/package insert;
  - d. possible side effects are listed;
  - e. signed parent/guardian statement is provided;
  - f. signed practitioner consent is provided if non-FDA approved.

2. Products containing cannabinoids (CBD) on school property or at school-related functions are allowable if the following conditions are met:
  - a. Written authorization from parent/guardian is provided;
  - b. The student's parent/guardian must provide the District with written certification from a physician licensed in the State of Wisconsin stating that:
    - i. the student may use CBD to treat a medical condition,
    - ii. the student is required to consume CBD during the school day or at a school-related function.
  - c. The written physician's certification form is to include:
    - i. physician's name,
    - ii. name and address of the patient for whom the certification is issued,
    - iii. a date in which the letter or document was issued (no more than one year old) and must not be expired,
    - iv. physician's signature.
  - d. The CBD product must be self-administered or administered by a parent/guardian.
  - e. The CBD product must:
    - i. be in the original container,
    - ii. contain appropriate dosing for the student (clearly stated on the label/packaging insert or on physician's certification),
    - iii. have possible side effects listed,
    - iv. have a signed parent/guardian statement provided.
  - f. The CBD product will be kept and administered in the school office or other locations consistent with where prescription medications are stored.
  - g. The student's parent/guardian must provide the District with production information from the manufacturer or seller of the CBD product to be administered to the student that states the CBD does not contain any THC.

For all medication given at school, an accurate and confidential system of recordkeeping shall be established for each student receiving medication.

- a. It is advisable to have in the principal's or school nurse's office a list of students needing medication during school hours, including the type of medication, the dose, and the time to be given. This list should be updated periodically.
- b. An individual record for each student receiving medication shall be kept, including the type of medication, the dose, the time given and who dispensed the medication.
- c. School personnel are asked to report any potential side effects of students on medication.

#### Medication Administration During Overnight Field Trips

1. Parents/guardians or adult students may request that the student be permitted to self-carry and self-administer permissible medication(s) during the course of an overnight field trip and must complete an "Orders for Administering Prescription Medication in School" form in accordance with District procedures. Such permission may be revoked by the building principal in consultation with the school nurse for failure to comply with the conditions.
2. The following conditions must be met for a student to self-carry and self-administer permissible medication(s):

- a. The parent/guardian or adult student has filed the proper form and the form is on file with the school indicating permission for the student to self-carry and self-administer the medication, and
  - b. Where applicable, the physician has completed the required form granting permission for the student to self-carry and self-administer the medication, and
  - c. The student has signed the required form agreeing to comply with the self-carry rules.
3. Certain medications may not be permitted to be self-carried and self-administered by a student such as controlled substances, anxiety or relaxant medication, and additional medications at the nurse's discretion that are high risk for misuse.
  4. Students who have filed the required form with the school to carry and self-administer medication (epi pens, albuterol inhaler, glucagon, insulin, and all diabetic supplies) shall not be required to complete additional forms to self-administer medication for overnight field trips.

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