

DE SOTO AREA SCHOOL DISTRICT

453.4

MEDICATION POLICY

NON-PRESCRIPTION MEDICATIONS

Medications should be administered to students at home whenever possible. Students who require non-prescription medications at school must be identified by their parents/guardians via the yearly registration form. School personnel, designated by the principal or school nurse, will administer medications per parent's permission. This does not prohibit students, whose parent/guardian identify as reliable, from assuming the responsibility for him/herself, with written approval, to self-administer nonprescription medications. Those older and reliable students can carry enough medications for 1 day.

PRESCRIPTION MEDICATIONS

The physician prescribing the medication is responsible to order the administration of such medication in the schools. Prescription medications will be administered by staff designated by the principal or school nurse. Asthmatic students may carry and administer inhalers at school with approval of parent and physician. No medication shall be given to a student by an employee or agent of the Board of Education unless the following are completed:

Written and signed instructions from the prescribing physician which includes the following: (a) identifies the reason to give the medication; (b) identifies specific reason, if any, school staff should contact him/her in relation to the condition or reactions from the student receiving the medication; (c) phone number of his/her practice for staff to use if we need to contact him/her. Providing this information will reflect a willingness from the physician to be available to communicate with us.

A written statement from the parent/guardian authorizing school to give the medication in the dosage prescribed, and understanding that school personnel will contact the physician if it is deemed necessary by the principal or school nurse. School staff will make every effort to contact parents before contacting the physician.

GENERAL RULES FOR PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS

Medications must be in properly labeled containers, including the student's full name, name of drug and dosage, time to be given, and the physician's name.

Medication will be kept in a locked drawer or other safe place.

Only limited quantities of medication shall be kept at school.

It is the responsibility of the student, not school staff, to get their medication at the designated time.

A confidential medication administration record shall be maintained for each student receiving medication, including the name of the drug, dose, and time given. This record will be on file in the student's health record.

All written consent statements/forms will be in the student's health file.

The classroom teacher and school personnel may be asked to record unusual behavior of any student on medication.

If a student is taking a narcotic medication, parents will be REQUIRED to bring them to the school, and pick them up from school when the student is finished with the narcotic medication. Students will not transport narcotic prescription medications.

School personnel will under no circumstances provide Tylenol, ibuprofen, or any other kind of medication to a student without meeting the criteria listed on the first paragraph of this document. Diagnosis and treatment of illness and prescribing of drugs are never undertaken by any school personnel.

EMERGENCY MEDICATIONS

Emergency medications, such as Epi-pens are available on a limited basis in our school. We DO NOT have them on the school buses. It is our intention to provide them for unexpected allergy emergencies. Parents who are aware that their children suffer from extreme allergic reactions to insect bites or food, are expected to provide an Epi-pen, signed order from their physician for its use, and signed permission for our staff to use the Epi-pen if a child presents any or all of the following symptoms:

Itching and swelling of lips, tongue and mouth
Tightness in the throat, hoarseness, or hacking cough
HIVES, itchy rash, swelling about the face or extremities
Nausea, stomach cramps, vomiting, and/or diarrhea
Shortness of breath, wheezing, or repetitive coughing
Passing out

1. Our first reaction will be to call 911. At this writing, our local first responders are receiving training in the use of an Epi-pen. If we have immediate response from them, a first responder will administer the Epi-pen if he/she states they have passed the Epi-pen training.
2. Our next action will be to contact a parent/guardian from the phone numbers provided to us by the parent/guardian on the yearly registration forms.
3. If the student has instruction on administration of the Epi-pen, and states he/she is able, staff will allow them to self-administer the medication.
4. Our staff has received a demonstration and provided a satisfactory return demonstration on the use of Epi-pens, allowing staff to administer in an emergency situation. Staff training, CPR with First Aid, will be repeated every 2 years.

5. Any student who needs an Epi-pen will be transported to the nearest medical center. If parents/guardians are not available to transport, an ambulance will be called. Our staff will accompany student unless the parents/guardians are available.

LEGAL REF.: Sections 118.29 Wisconsin Statutes
118.291
121.02 (1) (g)
PI 8.01 (2) (g), Wisconsin Administrative Code

APPROVED: March 12, 2007

DE SOTO AREA SCHOOL DISTRICT

453.4

ADMINISTERING MEDICATION TO STUDENTS

Medications should be administered to school children at home rather than at school whenever possible. Students requiring medication at school should be identified by their parents/guardians to the school nurse. He/she in turn, shall assume authority for involving designated school personnel in administration of the medication. This does not prohibit the older and reliable student from assuming the responsibility him/herself, with the approval of his/her parents/guardian and practitioner (i.e., physician, dentist, podiatrist, physician assistant, optometrist or advanced practice nurse prescriber). ***{NOTE: I expanded the previous statement, and have replaced "physician" with "practitioner" throughout the policy to reflect the definition of practitioner in section 118.29(1)(e) of the statutes.}***

Prescription Medication

The practitioner prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of such medication. No medication shall be given to a student by an employee or agent of the Board of Education unless the following are obtained:

1. Written and signed instructions from the prescribing practitioner, which:
 - a) identify the specific conditions and circumstances under which contact should be made with him/her in relation to the condition or reactions of the student to the prescribed medication, and
 - b) reflect a willingness on the part of the practitioner to accept direct communication from the person administering the medication.
2. A written statement from the parent/legal guardian:
 - a) authorizing school personnel to give the medication in the dosage prescribed by the practitioner, and
 - b) authorizing school personnel to contact the practitioner directly.

Nonprescription Medication

Nonprescription medications will be administered only after the following criteria are met:

1. A written and signed statement submitted by the parents/legal guardian giving consent for the medication to be given.
2. The school nurse has checked the medication to assure appropriateness of dose, medication and frequency.

{NOTE: I moved item 3 to the section below as it would apply to both prescription and non-prescription medication. Section 118.29(4) of the statutes requires board policy regarding administering medication to students to provide for the appropriate instruction of individuals designated to administer any medications.}

Both Prescription or Nonprescription Medication

1. The medication must be in properly labeled container, including:
 - a) child's full name;
 - b) name of drug and dosage;
 - c) time to be given; and
 - d) practitioner's name (for prescription only)
2. Medication shall be kept in a locked drawer or other safe place, except in those cases when students are authorized to carry their own medication. ***{NOTE: I expanded the previous statement to refer to students authorized to carry their own medication to reflect section 118.291 of the statutes regarding asthma inhalers and the last statement of the introduction regarding self-administration of medication.}***
3. Only limited quantities of medication shall be kept at school.
4. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.
5. An accurate and confidential medication administration record shall be maintained for each student receiving medication, including the name of the drug, dose and time given.
6. All written consent statements/forms shall be on file in the school nurse's office.
7. The classroom teacher and school personnel may be asked to record unusual behavior of the student on medication.

8. School personnel should under no circumstances provide aspirin, Tylenol or other medication to students without meeting the criteria listed. Diagnosis and treatment of illness and the prescribing of drugs are never school responsibilities and should not be undertaken by any school personnel.
9. Personnel designated to administer medications shall be instructed in method of administration dosage and time of administration.

LEGAL REF.: Sections 118.29 Wisconsin Statutes
118.291
121.02(1)(g)
PI 8.01(2)(g), Wisconsin Administrative Code

APPROVED: January 23, 1995

REVISED:

NOTE: This proposed policy was found in your district's current policy manual (no - dated 1/23/95). I revised it slightly for stylistic reasons and as outlined above. Although this policy is labeled as a "proposed" policy, it appears to have been approved by the board as it is included on the current web site. (WASB - 11/06)