

MEDICATION ADMINISTRATION TO STUDENTS

453.4-Rule

I. Training of Designee

The health care professional, in collaboration with a school administrator, has the authority to delegate medication administration to a school employee in compliance with Wisconsin State Statute 441.06(4) and Wisconsin Administrative Code N 6.03(3) if the following are met:

- a) The task must be commensurate with the education, preparation, and demonstrated abilities of the designee.
- b) The school nurse provides direction (training) and assistance to the designee.
- c) The designee's administration of medications is periodically observed, monitored, and documented by the school nurse.
- d) The designee completes (a DPI approved training or) the online DPI training course for the medication(s) to be administered and submits certificate of completion to the school nurse.
- e) School Personnel will be informed on a need to know basis when a student is taking medication for serious or chronic health conditions, so that they can observe for side effects to the medications.

II. Consent to Administer

A. Prescription Medications

A written, signed statement from the parent/guardian and a written, signed instruction from a practitioner must be on file at the school authorizing school personnel to administer any medication (see attached medication administration form 453.4 Exhibit A). The statement must include:

- Student name, date of birth
- Medication name, dose, route frequency, time/conditions, duration
- Reason for medication
- Precautions, possible untoward reactions, and/or interventions
- Name of practitioner
- Parent/guardian signature, practitioner signature, date

Changes in any instructions for medication administration (dose, time, etc.,) throughout the school year require a new medication consent form to be completed and an appropriately labeled medication container to be provided to the school office. Prescription medications must be supplied in a pharmacy-labeled container indicating the correct dosage and administration instructions. The school nurse shall be informed by school personnel of all students receiving medication and any changes in dosage. The nurse will review the medication record periodically and use professional judgment in contacting the practitioner, school personnel, or parents to resolve inconsistencies in administration directions.

B. Non-prescription Medications

Non-prescription medication (over-the-counter) which is FDA approved can be administered. A written, signed statement from the parent/guardian must be on file at school authorizing school personnel to administer (form 453.4 Exhibit B).

Non-prescription drugs must come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose.

Non-prescription medications must be supplied by parent in the original container with the student's name affixed.

Any non-prescription medication intended for long-term use on a daily basis must be accompanied by a practitioner's signature.

All medication must be supplied by the parent.

C. Food Supplements, Natural Products

For the safety and protection of students, food supplements and natural products will not be given in the school setting unless approved by the FDA or prescribed by a practitioner. The following criteria must be met:

- An original container is provided.
- Use for student is indicated.
- Appropriate dosing for student is clearly stated on the label/packaging insert.
- Possible untoward effects are listed.
- Signed parent/guardian statement.
- Signed practitioner consent if non-FDA approved.

Parents/guardians may come to school to administer natural products.

III. Self-Administered Medication

- A. Students with asthma may possess and self administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the written approval of the student's physician and the written approval of the student's parent or guardian. A copy of this approval will be present in the student's school and maintained in the medical record. The medical record is to be updated annually.
- B. Responsible students, as determined by the parent and health care provider, may possess and self-administer medications. Written consent from the parent is required for over-the-counter medications; written consent from the health care provider and parent is required for prescription medications. Medications must be carried in a clearly labeled, original container.

Factors to be considered will be:

- Type of medication
- Reason for medication
- Age of student
- Responsibility of student

IV. Medication Storage

Medication will be stored in a secure location. Medication which needs to be accessible to the student will be stored in an appropriate location per student need (i.e., emergency medications). Medication will be stored to maintain quality (i.e., refrigeration).

The parent/guardian shall pick up unused portions of medication within seven days after the completion of the school year or when medications have been discontinued. After written/verbal notification, medications will be appropriately disposed of.

V. Documentation

An accurate individual student record of administered medication will include:

- Demographic data such as name, birthdate, level/grade, school year.
- Medication name, dose, date/time given.
- Signature of person administering, or for subsequent administrations the person's initials may be used.
- Dose changes, dated, with the signature of designee and cosigned by the school nurse.
- Documentation of medication must be completed immediately after the administration to the student to assure accuracy and safety.
- Documentation of medication errors must be completed immediately. An incident report should be completed along with phone notification of parents and health care provider of student involved.

The Student Medication Record(s) (form 453.4 Exhibit A and 453.4 Exhibit B) will be maintained in the student medical record after discontinuation of the medication.

VI. Rights and Responsibilities

Designated school personnel have the responsibility to:

- See that the medication is given within 30 minutes before or after the time specified by parent and practitioner.
- Maintain the medication administered at school in a secure place which also maintains medication quality (i.e., refrigeration for liquid antibiotics).
- Report to the school nurse any dose changes, inconsistencies, or medication side effects.
- Keep a copy of the Medication Policy in an accessible spot for immediate reference.
- Document all medication administered or reason medication may not be administered (absent, refusal).
- Report errors and or missed medications to the school nurse immediately.

Designated school personnel have the right to refuse to administer medication to students when the medication administration procedures as described in Section II above have not been completed.

The professional school nurse has the responsibility to:

- Review medications and any changes in medications administered at school.
- Use professional judgment in carrying out the policy.
- Provide information on medication side effects.
- Provide training, supervision, and evaluation of the administration of medication in the school.
- Maintain records of staff completion of medication administration.

VII. Distribution of Policy and Liability Waiver

- All school employees who are authorized to administer drugs to a student shall receive a copy of this policy and shall be advised that, pursuant to the provision in Wisconsin State Statute 118.29, they are immune from civil liability for any acts or omissions in administering a drug or prescription drug to a student in accordance with this policy unless the act or omission is found by a court to constitute a high degree of negligence.
- The School District administrator or any school principal who authorizes an employee or volunteer to administer a drug or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence.

Legal References:

Wisconsin State Statutes 118.29, 118.291 and 121.02(1) (g)

Wisconsin Administrative Code N. 6.03(3) and P. 8.01(2)(g)

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