

Wausau School District **Medication Policy and Procedure**

The purpose of medication administration during the school day is to provide essential medications to the student in order for the student to attend school or benefit from educational programming. The goal is that all medication will be safely administered to the student. Collaboration between parent/guardian, practitioner, and school health services/staff is encouraged to meet this goal.

Note: Wisconsin Statute 118.29 defines “practitioner” to include physician, dentist, optometrist, physician’s assistant, advanced practice nurse prescriber or prescriber in any state.

Whenever possible, all medications will be administered at home, before or after school hours.

Prescription Medication Requirements

The State of Wisconsin Medical Examining Board has determined that when prescription medications are administered, the practitioner prescribing the medication has the authority to direct and supervise the implementation of this service to a registered nurse or staff designated by school principal or nurse. No prescription medication shall be given to a student by an employee of the Board of Education unless the following requirements are adhered to:

- Written instructions signed by the practitioner for the administration of medication which:
 - 1) Specifies the name of medication, dosage, time, and route of administration, date effective and date no longer effective.
 - 2) Indicates a willingness on the part of the practitioner to communicate with staff (designated by school principal or nurse) who administers the medication.
- Written instructions signed by the parent/guardian of the student which:
 - 1) Authorizes school personnel to give the medication in the prescribed dosage and to contact the practitioner directly.
- Written instructions and practitioner/parent signatures are to be completed on the Wausau School District Medication Administration Consent form and returned to school prior to medication administration. This form must also be on file for students permitted to carry and self-administer inhaler, epinephrine, or insulin.
- Wausau School District Medication Administration Consent form must be completed annually and/or whenever there is any change in instructions for medication.
- Medication to be administered at school must be furnished and delivered to the school by the parent/guardian in the original bottle and have the following current information printed on the container from the pharmacy:
 - Student’s Name
 - Name of medication, dosage, and amount
 - Time and route of administration
 - Practitioner’s name

Additional Prescription Medication Requirements:

School staff may not administer narcotic pain medication to students.

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The student is responsible for coming to the health area at the designated time for medication administration. Accommodations will be made according to student needs. Effort will be made to contact a student who fails to report.

Only a registered nurse may accept verbal orders from a practitioner. In the event a practitioner calls a school with medication orders, a medication form may be faxed and completed by the practitioner, or school staff will contact the school nurse who will then contact the practitioner. If practitioner allows, secure e-mail can be used.

Individuals administering a prescription drug during the regular school year must be authorized to do so in writing by a school principal. (See Wausau School District Medication Administration Authorization form.)

EpiPen, Auvi Q, and Adrenaclick are the only prescription emergency injections for severe allergic reaction acceptable in the school setting.

These specific medications – inhalers, epinephrine, insulin, may be carried and self-administered when practitioner and parent/guardian give their consent/instructions on the condition-specific Wausau School District action plans. Other medications may be carried and self administered with special approval from the school nurse.

All medications administered at school, with the exception of inhalers, epinephrine, or insulin approved to be carried and self-administered are stored in the health office and locked overnight.

Parent/guardian will provide limited quantities of medication, and will provide supplies for injected and inhaled medications.

Each time prescription medication is brought to the health area or sent home with parent, medication will be counted by two people (parent and staff member or two staff members), and the quantity will be documented under the medication tab in Infinite Campus.

Each year, by the last day of school, all medications administered at school must be picked up by parent/guardian. Staff members will dispose of medications not picked up and document in Infinite Campus. Prior to sending medication home, a staff member will count, and the quantity will be documented under the medication tab in Infinite Campus. This also applies for parental requests during the school year.

If a medication error occurs, the parent/guardian and the school nurse will be notified. The person responsible for the error will complete the Wausau School District Medication Administration Incident Report. Original incident report will be sent to the business office. A copy will be filed in the student's health record and a copy will be sent to the school nurse.

Non-Prescription Medication Requirements

Over the counter medication not FDA approved must be accompanied by a practitioner signature for administration at school by school staff and if possible be given at home.

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Individuals administering medications during the regular school year must be authorized to do so in writing by a school principal. (Practitioner signature not required). (See Wausau School District Medication Administration Consent.)

Staff designated by school principal or nurse will administer non-prescription (over-the-counter) medications only with parent/guardian written instructions and signature on the Wausau School District Medication Administration Consent form. However, if frequency/dosage is greater than package directions or contains aspirin, a practitioner signature will be required.

Medication containing aspirin requires a signature from a medical practitioner.

Non-prescription medication administered at school must be furnished by parent/guardian and be in the original container labeled with student's full name. Non-prescription medications administered at school are locked in the health area. Students are not permitted to carry and self-administer non-prescription medication with the exception of cough drops/throat lozenges, non-medicated lotions, lip balms or sunscreens.

The Wausau School District will supply generic ibuprofen and generic acetaminophen for students in the middle schools and high schools. Parent/guardian must annually complete the OTC Stock Medication Consent form (WSD elementary schools will not provide stock medications.)

At the end of each school year, all medications administered at school must be picked up by parent/guardian. Two staff members will dispose of medications not picked up and document and initial this on back of medication record. This also applies for parental requests during the school year.

If a medication error occurs, the parent/guardian and the school nurse will be notified. The person responsible for the error will complete the Wausau School District Medication Administration Incident Report. Original incident report will be sent to the business office. A copy will be filed in the student's health record and a copy will be sent to the school nurse.

Medication Record Requirements

Confidential, accurate, written records will be maintained for students receiving medication.

A record of all medication stored at school will be documented in Infinite Campus. On rare occasion due to field trips, overnight stays, or with permission of school nurse a paper record may be kept and filed in the student's health record when completed.

A daily record of medication administered to each student will be maintained in Infinite Campus. The record will include student's name, medication, dosage/amount, time given.

Prescription medication brought to school or sent home will be counted and documented on medication record as noted before.

Completed medication consent form will be kept together in a binder and filed in the student health record at the end of each year.

Responsibilities for Administering Medication

The Wausau School District Medication Policy and Procedure must be followed by staff members supervising at the School Forest and all other field trips.

The school principal/nurse is responsible for delegating the administration of medications and the nurse is responsible for supervising the administration of medications. Questions and concerns should be brought to the nurse's attention. It is the responsibility of each person giving medications to a student to follow the written instructions of the practitioner. Unusual behavior or other potential problems need to be reported to the nurse, parent, and practitioner.

A medication order that appears to exceed established medical safety parameters will not be administered at school. In these cases, the parent/guardian and practitioner shall be notified by the school nurse and the reason for refusal explained.

Emergency medications must be unlocked and accessible during regular school hours. All medications will be stored in the health office and locked overnight. Students are not to be left unsupervised in the medication storage area.

Medications are to be maintained or arranged in an orderly fashion to avoid confusion and eliminate the chance for error.

The school will provide basic supplies as needed, i.e., medication trays/cards, medication cups (paper/plastic), and paper cups for water.

An original, legible, pharmacy container provided by the parent/guardian with the student's name, medication name, dosage, amount and time to be given must be verified against the Wausau School District Medication Consent form instructions. The student medication information should be stored in Infinite Campus.

Certain medications must be kept in refrigerator. Labels will denote this.

Procedure for Administering Medication

Identify the student with the medication order. Have someone available who knows the student if the student is not known to you and/or cannot identify him/herself.

Even in an emergency, medication for one student will not be given to another student.

Wash your hands.

Check cupboard/drawer and locate medication. It is important to verify the student with the correct name, medication, dosage, time and route to be given two to three times before the medication is actually given, verifying this information with the practitioner order. Take time to do this to prevent medication errors.

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Remove the proper dose of medication from the container. Pills are dispensed into the cap or disposable medication cup. Avoid handling the medication whenever possible.

Measure doses of liquid medication accurately. A teaspoon is not an accurate device. Use a syringe or marked medication cup. Measure liquids at eye level. Do not pour liquid medication back into the container once it has been poured.

Administer or observe administration of oral, inhaled, or injected medication, observing student until after medication administration is complete. Encourage drinking water with medication. Make sure oral medication is swallowed; you may need to visually check the student's mouth.

Applesauce, fruit juice, etc., can be used to help students who have difficulty swallowing medication. Parents will supply if needed.

Check with the nurse regarding the acceptability of opening capsules or crushing pills of any kind. Changing the form can alter the way in which certain medications are absorbed.

Return medication container to cupboard/drawer and lock.

Students are to dispose of cups in waste container. Staff will follow universal precautions when it is necessary to administer medications or dispose of supplies.

Chart the medication given in Infinite Campus.