

MARATHON CITY SCHOOL DISTRICT

Board Rule 453.4

PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS

Administering Medication

The BOARD, the DISTRICT ADMINISTRATOR, or the SCHOOL PRINCIPAL has the authority to authorize in writing that an employee administers drug products to a student or participant.

In all instances in which the BOARD, DISTRICT ADMINISTRATOR, or the SCHOOL PRINCIPAL authorizes the administration of prescription and non- prescription drugs by an employee, the following shall be delivered to the School Nurse, or an employee designated by the Marathon School District Director if the administration of medication shall take place at a Marathon School District site/program, who is supervising the medication administration:

1. Written instructions from the prescribing practitioner for the administration of the prescribed drug. The prescribing practitioner shall sign such instructions. (Practitioner means any physician, dentist, optometrist, physician assistant, advance practice nurse prescriber or podiatrist licensed in any state. s. 118.29(e))
2. A written statement from a prescribing practitioner which:
 - a. Identifies the specific conditions and circumstances under which contact should be made with her/him in relation to the condition or reactions of the student/participant receiving the medications; and
 - b. Reflects a willingness on the part of the prescribing practitioner to accept direct communication from the person administering the prescription or non-prescription drug product.
3. A written statement from the parent/legal guardian:
 - a. Authorizing school/ Marathon School District personnel to give the prescription or non -prescription drug product in the dosage prescribed by the prescribing practitioner; and
 - b. Authorizing school/ Marathon School District personnel to contact the prescribing practitioner directly.

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1. No prescription or non- prescription drug product will be administered by school/ Marathon School District personnel without the Medication Consent form and the Order for Medication Administration form being filled out and returned to the School Nurse or Marathon School District Director's designee.

- a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the School Nurse or Marathon School District Director's designee.
 - b. An Order for Medication Administration form must be filled out by a prescribing practitioner and addressed and returned to the School Nurse or Marathon School District Director's designee.
 - c. The School Nurse or Marathon School District Director's designee shall maintain an accurate medication file, which includes all of these necessary forms, including electronic format for each student/participant receiving medication. Both the prescribing practitioner and parent/legal guardian shall communicate any changes to the School Nurse/ Marathon School District Director's designee.
2. Prescription drugs to be administered in the school or at a Marathon School District site/program must be supplied by the student's/participant's parent/legal guardian in the original pharmacy-labeled package and have the following information printed, in a legible format, on the container:
 - a. Student's/participant's full name;
 - b. Name of the drug and dosage;
 - c. Effective date;
 - d. Directions;
 - e. Time to be given; and
 - f. Prescribing practitioner's name.
3. Nonprescription drug products to be administered in the school or at a Marathon School District site/program must be supplied by the student's/participant's parent/legal guardian in the original manufacturer's package and the package shall list the ingredients and recommended dosage in a legible format.
4. Prescription and non-prescription drugs will be administered to the student/participant at the designated time by the School Nurse or Marathon School District Director's designee, or by an individual who has been authorized to do so.
5. Parents are responsible for supplying the School Nurse or Marathon School District Director's designee with the prescription or non-prescription drug.
6. All prescription and nonprescription drug products administered at the school will be kept in a locked cubicle, drawer, or other safe place. The School Nurse or Marathon School District Director's designee will count prescription drugs and document the quantity of medication each time it is brought to school.
7. The length of time for which the drug is to be administered, which is not to exceed the current school year, including summer school or the length of the Marathon School District program, shall be contained in the written instructions from the prescribing practitioner, and further written instructions must be received from the prescribing practitioner with

the consent of the parent/legal guardian if the drug is to be discontinued or any other change is to be made in the prescribing practitioner's original instructions.

8. An accurate and confidential system of record keeping shall be established for each student/participant receiving drug products to include electronic format.
 - a. Information on the administration of drug products shall be kept in the health office or a designated place at the Marathon School District site. Such information shall include a list of students/participants who are being administered drug products during school hours and the type of drug product, the dose, the time to be given, and the date the drug product is to be discontinued. Such information should be updated periodically.
 - b. An individual record, including an electronic copy for each student/participant receiving a drug product shall be kept by the School Nurse in the Health office or Marathon School District Director's designee at a designated place at the Marathon School District site, including the type of drug product, the dose, the time given, the duration, and an inventory of the amount of drug product.
 - c. School/ Marathon School District personnel are asked to report any unusual behavior of pupils on drug products to the prescribing practitioner.
9. In the event of a drug administration error, parent and prescribing practitioner will be notified. The School Nurse or Marathon School District Director's designee shall complete a written incident Report explaining the error or other employee involved, if any, and such report shall be filed with the student or participant health record.
10. All District employees authorized to administer drugs in the school or at a Marathon School District site/program shall receive training, approved by the Department of Public Instruction, prior to administering any non-prescription or prescription drug product.
11. Nothing in this policy shall be construed to limit an employee's ability, including a nurse's ability, to respond appropriately in a health emergency situation, including but not limited to administering medication, if needed.
12. In the event emergency medication is administered such as, but not limited to, Epinephrine, Glucagon, or emergency seizure medication, 9-1-1 will be called and parents will be notified.
13. New medications forms will need to be filled out annually.

LEGAL REF.: <http://docs.legis.wisconsin.gov/statutes/statutes/118/29>: s. 118.29

APPROVED: April 10, 2013 (1st Reading)

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