

PROCEDURES FOR SCHOOL MEDICATION POLICY

Administration of prescription and nonprescription medication:

1. No medication shall be administered without specific, written request of parent or guardian and written instructions for dispensing by the physician for prescription medications. Nonprescription medication must be supplied by the pupil's parent or guardian in the original sealed manufacturer's package and the package must list the ingredients and recommended therapeutic dose. Prescription medication must be supplied by the pupil's parent or guardian in the original pharmacy labeled package, the package must specify the pupil's name, the prescriber's name, the name of the drug, the dose, the effective date, and the directions. All Prescription Medications must be stored securely in the School Health Room and administered by designated, trained staff.

Students in grades 7-12 may be granted the responsibility to carry and self-administer Non-Prescription medications at school.

Taking the medication shall be supervised by the school nurse or other designated trained school personnel at a time conforming to the indicated schedule. Under no circumstances will the school supply nonprescription medications to pupils.

2. The physician shall be requested by the parents to make "directional" contact with the school personnel assigned to dispense or administer the medication. The physician must express a willingness to accept direct communication from the person dispensing or administering the medication. The physician must state in writing the specific conditions under which he/she should be contacted regarding the conditions or reactions of the student receiving the medication.
3. It is important that an accurate and confidential system of record keeping be established for each pupil receiving medication.
 - ◆ It is advisable to have in the main office or health room a list of pupils needing medication during school hours, including the type of medication, the dose, and the time to be given. Periodic review of such written instructions and consent shall be made by a registered nurse.
 - ◆ The classroom teacher and school personnel may be asked to record unusual behavior of the pupil on medication.
 - ◆ An individual record for each pupil shall be kept and will include the dosage, time administered and by whom, effects, changes, continuance or disruption. A record of administration errors will be maintained in the pupil's record.
4. Only limited quantities of any medication are to be kept at school.

5. Further written instructions may be requested from the physician if the drug is to be discontinued or the dosage or time it is to be administered is changed from the original instructions.
6. School personnel should under no circumstances provide aspirin or other non-prescribed medicine to students without meeting all criteria in sections one to five preceding, including the necessity of having written authorization from the pupil's physician for prescription medications.
7. New permission must be received each school year for all medications to be taken at school.
8. Only designated trained school personnel with approved Department of Public Instruction (DPI) training may administer prescription and nonprescription medication to pupils.

DATE APPROVED: April 14, 1975
DATE REVISED: September 13, 1982
DATE REVISED: February 16, 1987
DATE REVIEWED: October, 1991
DATE REVIEWED: May 5, 1997
DATE REVISED: November 17, 2003
DATE REVIEWED: August 13, 2007
DATE REVISED: April 27, 2009
DATE REVISED: May 24, 2010

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