

**BRILLION PUBLIC SCHOOLS
BOARD OF EDUCATION
SERIES 400: STUDENTS**

FILE: 453.4

Administering Medication to Students

The Board of Education will permit the administration of medication to students in school in the district. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the designated person may administer medication to any student. In the absence of the designated person, a principal or teacher may administer medication to any student in the school.

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent or guardian in the original manufacturers package which lists the ingredients and dosage in a legible format may be administered.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any staff member or volunteer, authorized in writing by the District Administrator or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon and epinephrine, unless the act or omission constitutes a high degree of negligence. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school/health office.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, shall be required to administer medications that are administered by means other than oral ingestion.

Students who may require administration of a drug on an emergency basis may have such medication in their possession with written authorization of their parent and physician.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any district administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as district employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The District Administrator shall prepare administrative guidelines to ensure the proper implementation of the requirements of this policy.

118.29, 118.291, 121.02 Wis. Stats.

PI 8.01(2)(g)

Wis. Admin. Code N. 6.03

2009 Wisconsin Act 160

First Reading: 12/19/95

Second Reading: 1/15/96

Reviewed: 5/21/07

Revised: 04/22/2013

**BRILLION PUBLIC SCHOOLS
POLICY 453.4
ADMINISTRATIVE RULES**

Administering Medication to Students

Self Administration of Medication

Students who are able to self administer medication may do so provided:

1. A physician or dentist provides a written order to self-administration of said medication.
2. There is written authorization for self-administration of medication from the student's parent or guardian.
3. The county health nurse has evaluated the situation and deemed it safe and appropriate; has documented this on the student's cumulative health record, and has developed a plan for general supervision.
4. The student and county health nurse have developed a plan for reporting and supervision of self- administration.
5. The principal and appropriate teachers are informed that the student is self-administering prescribed medication.
6. Such medication is transported to the school and maintained under the student's control within these guidelines.

Handling and Storage of Medications

All medication, except those approved for keeping by students for self-medication, must be delivered by the parent or other responsible adult and will be received by the school secretary assigned to the school.

All medication, except those approved for keeping by students for self-medication, will be kept in a designated locked cabinet or closet used exclusively for the storage of medication. In the case of controlled substances, they will be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked cabinet.

The designated person will be responsible for the key to that locked cabinet. Access to all stored medication will be limited to persons authorized to administer medications (administrative assistants or designees)..

Disposal of Medication

School personnel must either return to the parent or destroy (with permission of the parent or guardian) any unused, discontinued or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities will be destroyed by the county nurse in the presence of a witness.

Reviewed no change: 4/22/13

**BRILLION PUBLIC SCHOOLS
POLICY 453.4**

Medication Consent Form A.

Prescription Medication Only

With Physician's Order for Administration

Student	Date
Grade/Teacher	Date of Birth
Physician	Physician's Phone
Clinic/Office/Hospital	

Physician: In order for school Personnel to administer the medication regime you have prescribed, please complete the following form.

Please feel free to contact Brillion Public Schools, 920-756-2368, should any questions arise.

Name & Dosage of Medication	Form: Tablet, Capsule, Pill, other:	Number to be Taken	Approximate Time of Day	Length of Time

Name of medication and possible side effects:

Please indicate if the medication above is PRN medication:

Conditions under which PRN medication should be given are:

Physician's Signature: _____ Date: _____

Parent/Guardian: Fill out this portion of this form after your child's physician has completed the top, and return this form to the school office.

I hereby give my permission to school personnel designated by the school principal to give medication to my child according to the written instructions of the physician shown above. I also hereby agree to give my permission to the school to contact the child's physician. I further agree to hold the Brillion School District and all employees harmless in any and all claims arising from the administration of this medication at school. I agree to notify the school in writing at the termination of this request or when any change in the above is necessary.

Parent/Guardian Signature _____ Date: _____
Phone: _____

**BRILLION PUBLIC SCHOOLS
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Medication Consent Form B

Nonprescription Medication Consent Form

This form must be completed and be on file in the school office in order for school personnel to administer any medications according to Wisconsin State Statute 118.29.

Student Name	Grade/Teacher
Name of Medication	
Time(s) to be given	
Reason for medication	
Amount/Dose	
Number of Days	

Parent/Guardian

I hereby give my permission to school personnel designated by the school principal to give medication to my child according to the above written instructions.

I also hereby agree to give my permission to the school principal/designee to contact the child's physician.

I further agree to hold the Brillion School District and all employees harmless in any and all claims arising from the administration of this medication at school.

I agree to notify the school in writing at the at the termination of this request or when any change in the above is necessary.

Date

Signature of Parent/Legal Guardian

Reminder: All medication brought to school must have the following information printed on the container:

1. Child's full name
2. Name of drug and dosage
3. Time to be given
4. Physician's name and phone number

Reviewed: 5/21/07

Revised: 4/22/2013