



STUDENT MEDICATION POLICY

Students are not allowed to possess or take prescription or non-prescription medicine on campus or during school activities unless the parent/guardian has informed the main office or coach/moderator (in the event of an extracurricular activity) in writing. Failure to comply could result in a Code of Conduct violation. All prescription and non-prescription medicine will be administered to students in accordance with NDA's policy related to Wisconsin Statute Sections 118.29, 118.291, and 118.292.

MEDICATION ADMINISTRATION TO STUDENTS

Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis.

Notre Dame de la Baie Academy shall administer medication in accordance with Wisconsin Statute Sections 118.29 and 118.291. The School may administer any prescription medication to a student in compliance with the written instruction of a practitioner and written consent from the student's parent or guardian as defined by Wisconsin Statute Section 118.29. Administration of nonprescription medication requires the written instruction and consent of the student's parent or guardian. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and written consent from the student's parent or guardian. Students with asthma may possess and self administer a metered dose or dry powder inhaler with the written approval of the student's physician and parent or guardian. Under Wisconsin Statute 118.292, students who may need epinephrine or glucagon in an emergency situation may possess an epinephrine or glucagon injector with the written approval of the student's physician and written approval of the student's parent or guardian if the student is a minor.

Medication administration may be delegated by a school administrator to any school employee or volunteer with proper training, supervision, and evaluation. Under the statutes, any school employee or volunteer who is authorized to administer medication is immune from civil liability for his or her acts or omissions in administering medication to a student unless the act or omission constitutes a high degree of negligence. Also under the statutes, any school administrator or principal who authorizes an employee or volunteer to administer a drug or prescription drug to a student will be immune from civil liability for the action authorized, unless a court determines that the action constitutes a high degree of negligence as defined in Section 118.29.

No school employee, except a health care professional, may be required to administer medication to a student by any means other than oral ingestion.

Procedures for obtaining and filing written instructions and consents for medication administration, and the protocols for storage, administration, and documentation are delineated in this policy's Administrative Rule.

It is the responsibility of the student to take his or her medication at the assigned time from the assigned school official.

A parent/guardian may come to school or the school activity to administer prescription and non-prescription medicine to his or her student without completing the appropriate documentation with the school. In such a case, the parent/guardian assumes full responsibility for any consequences or effects on the student arising out of the administration or delivery of medication or of medical treatment of the student, and the parent/guardian agrees to protect, indemnify, and save the school harmless from any liability, including any costs or expenses arising out of any claim against the school under such circumstances.

Legal References: Wisconsin Statute Sections 118.29 & 118.291 Adopted: September 2011
Revised: July 2012

MEDICATION ADMINISTRATION TO STUDENTS

Procedures

I. Training of Designee

The school administrator has the authority to delegate medication administration to a school employee or volunteer if the following are met:

- a) The employee or volunteer is administering medicine by oral ingestion only.
- b) The employee or volunteer completes any additional training as required by the school.
- c) 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 the student 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 ("Parent(s)/Guardian Medication Authorization Form" & "Medical Provider Authorization Form"). 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

Requests must be renewed each year or more often if changes in dosage occur. All changes will be noted on the medication administration record, dated and initialed by the person assigned by the Principal to be responsible for maintaining that record. Prescription medications must be supplied in the original pharmacy-labeled package indicating the name of the student, the name of the prescriber, the name of the prescription drug, the correct dosage, the effective date, and administration instructions.

Parents/guardians may come to school to administer prescription medication.

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 such drug products ("Parent(s)/Guardian Medication Authorization Form"). The school may supply to the student drug products listed on the form and/or equivalent generics.

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 in the original container with the student's name affixed.

Any non-prescription medication intended for long-term use on a daily basis or to be used in a dosage other than the recommended therapeutic dose must be accompanied by a practitioner's signature approving of such dosage.

Parents/guardians may come to school to administer non-prescription medication.

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(s)/Guardian Medication Authorization Form".
- Signed practitioner consent ("Medical Provider Authorization Form") if non-FDA approved.

Parents/guardians may come to school to administer food supplements or natural products.

III. Emergency/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 (see "Asthma Inhaler Administration Authorization" form). A copy of this approval must be filed with the main office at the school, and shall be maintained in the medical record. The medical record is to be updated annually.

B. Any other self-administered medication (i.e. insulin pumps, epinephrine pens, etc.) must have the appropriate authorization form ("Emergency/Self-Administered Medication Authorization" form) and written consent of an administrator on file. Requests must be renewed each year or more often if changes in dosage occur.

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 destroyed.

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.
- Dose changes, dated, with the signature of designee.

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. Parent/guardian will be notified via phone of any errors.

The Student Medication Record(s) will be maintained in the student's school medical record after discontinuation of the medication.

VI. Rights and Responsibilities

Students have the responsibility to:

- Follow the school medication policy.
- Take the initiative to go to the designated school person who is to administer the medication at the designated time.

Parents have the responsibility to:

- Familiarize themselves with this student medication policy.
- Follow the school medication policy.
- Inform the school (main office, coach, extracurricular moderator, etc.) if their student needs to take prescription or non-prescription medicine.
- Sign and deliver to the school all required authorization / consent / instruction documents required under this policy.

Designated school personnel have the responsibility to:

- Administer the medication as per the guidelines on the appropriate forms.
- Maintain the medication administered at school in a secure place which also maintains medication quality (i.e., refrigeration for liquid antibiotics).
- Report to the parents any dose changes, inconsistencies, or medication side effects which are observed or reported.
- 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 student's parent/guardian 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 school administrator has the responsibility to:

- Use professional judgment in carrying out the policy.
- Provide training, supervision, and evaluation of the administration of medication in the school.
- Maintain records of staff completion of medication administration training.

VII. Distribution of Policy and Liability Waiver

- Any parent/guardian of a student who needs to possess or take prescription or non-prescription medicine at school or at school activities shall complete, sign, and deliver written directions to the school on forms provided by the school.
- All school employees or volunteers who are authorized to administer drugs to a student shall receive a copy of this policy and shall be advised that, pursuant to Wisconsin Statute Section 118.29, they are immune from civil liability for any acts or omissions in administering a prescription or non-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 as defined in the statute.
- Moreover, school employees, volunteers, and administrators are also protected with civil liability immunities, under the statutes, if they prohibit or allow a student to use or to not use an inhaler if the employee has a good faith belief that the student uses the inhaler before exercise to prevent asthmatic symptoms or at any time to alleviate asthmatic symptoms, that the student has the written approval of a physician and of his or her parents, and that the student has provided the school principal with a copy of the approvals. Other civil liability exemptions are also available, under the statutes to any person who renders emergency care at the scene of an emergency, and acts in good faith, and to any school employee, officer, or volunteer, who in good faith attempts to prevent suicide by a student.
- The school administrator 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 as defined in Statute Section 118.29.

Refer to procedures for administering medication and accompanying forms.

Legal References:

Wisconsin Statute Sections 118.29, 118.291, 118.292, 845.48, and 118.295.