

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

STUDENTS
5330 / Page 1 of 6

ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board 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 student with disabilities requires medication to benefit from the student's educational program.

For purposes of this policy, the following definitions shall be used:

"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. Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

Administration of Nonprescription Drug Products by School Staff

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, that 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. Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients and recommended therapeutic dosage in a legible format and the student's name. If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage

Policy

**BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT**

**STUDENTS
5330 / Page 2 of 6**

information. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

Student Possession of Medication

Unless authorized as specified below, students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

High school students may possess and self-administer their own nonprescription medications and prescription medications at school, if the appropriate medication authorization form is filed in the school office, provided the student is in possession and self-administers in compliance with relevant District policies. Responsible students in grades K-8 may be permitted to possess and self-administer medications after consultation with the Principal, school nurse, and parent. If granted permission by the Principal, a medication management plan must be written and signed by all parties. Permission must be obtained every school year.

The provisions of this policy are to be viewed together with the Board Policy 5530 – Student Use of Possession of Intoxicants, Drugs, or Paraphernalia.

CBD Products at Schools

Lawful, Hemp-derived CBD products may be stored at school in a specific location, in its original packaging and allowed for self-administered use under the supervision of school staff and subject to appropriate physician's certificate and parent/guardian documentation.

Students are prohibited from using essential oils at school.

General Provisions

Parents may administer medication at school or at school sponsored events.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

School Responsibilities

School personnel authorized by the building principal or school administrator to administer medication to students shall be provided appropriate instruction approved by Wisconsin Department of Public Instruction (DPI) and will be supervised by the School Nurse.

Determining which individuals should be responsible for medication administration will be the joint responsibility of the building administrator and the School Nurse.

Policy

**BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT**

**STUDENTS
5330 / Page 3 of 6**

No employee, except a health professional, will be required to administer any medication to a student by any means other than ingestion. However, the student's parent or a trained and authorized staff person or volunteer must be available to administer medication that is injected (or other mode of delivery) in all academic environments, including field trips.

The School Nurse assures that school staff designated to provide medication administration receive DPI approved knowledge training at least every 4 years (yearly is recommended) and perform a return demonstration of the medication administration procedure (skills training) to the RN to ensure competency at least yearly.

Employees, other than health care professionals with a license to administer medication, who are authorized to administer oral medications to students, will receive training approved by the Department of Public Instruction (DPI).

Employees, other than health care professionals with a license to administer medication, who are authorized to administer oral medications to students, will receive training approved by the District.

Any bus driver, staff member or volunteer, authorized in writing by the Principal, is immune from liability for their acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals. All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

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, may be required to administer medications that are administered by means other than oral ingestion.

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

Any 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

Policy

**BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT**

**STUDENTS
5330 / Page 4 of 6**

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.

Any time a student, or a group of students, participates in a school event not on District premises, District staff responsible for organizing and/or supervising the event will take steps so that Emergency Medical Information Forms, Health Plans, or Section 504 Plans are available in the event of an emergency. This includes, and is not limited to, all school-sponsored or school-related activities, including music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

The School nurse providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s). The plan shall state whether and to what extent the District will retain opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.

Epinephrine Auto-Injectors

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the school nursing staff, in consultation with the District Administrator to develop a plan that meets the following:

- A. Specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
- B. Identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
- C. Delineates the permissible scope of usage to include providing District-owned epinephrine autoinjectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
- D. Identifies the number and type of epinephrine auto-injectors each school will keep on-site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply; is approved by a physician licensed in the State of Wisconsin;
- E. Notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;

Policy

**BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT**

**STUDENTS
5330 / Page 5 of 6**

- F. Is published on the District's website or the website of each school is made available to any person upon request until such time as the District has website on which it can be published.

Controlled Substances

Controlled substances shall be stored in a locked/ secured location. Controlled substances and other drugs at risk for abuse or sale to others are not appropriate for self-carry by the student.

Narcotics will not be administered at school.

Nonprescription Medications

Nonprescription medications can be carried by high school students with a "nonprescription consent to carry form" on file. The parent and student both must agree to not share their medication, to keep it in a secure location where others would not have easy access and take the medication as indicated by the manufacturer's dosing guidelines. If the student is non-compliant with the expectations of safe medication handling, their medication will need to be stored in the health room and they will no longer be able to carry their nonprescription medication.

Students in 4k to 8th grade or students in 9-12th grade without a consent to carry on file, need to have medication kept in the health room. Students with a " nonprescription consent to carry form" of file may transport their medications. All other nonprescription medications need to be hand delivered to the school by the parent/guardian or designated adult.

Written approval from the pupil's practitioner for the administration of a Food and Drug Association (FDA) approved, nonprescription drug product in a dosage other than the recommended manufacture's dose or approved weight-based dose.

Students can keep sunscreen, lotion and Chapstick on their person without a consent. These supplies should not be shared with other students. We promote fragrance free products.

Cough drops are not allowed for 4k and kindergarten students. All other students may carry them on their person without a consent. Cough drops should not be shared with other students. If students are caught sharing, then they will no longer be allowed to carry cough drops.

Parents or guardians or adult designee should hand-deliver prescribed medication to the school.

However, the consent must be filled out by the parent or guardian.

All students are prohibited from using essential oils at school.

Student Supplied Emergency Medication

Students will be allowed to transport glucagon, epinephrine auto-injectors, rescue inhalers, emergency seizure medications and any other emergency medication per parent/guardian and practitioner authorization.

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

STUDENTS
5330 / Page 6 of 6

School Supplied (Stock) Emergency Medication

Epinephrine: The law specifically permits authorized personnel (school bus driver, employee, or volunteer) to administer epinephrine to students who appear to be having an allergic reaction, and glucagon to know students with diabetes for severe low blood sugar with an altered state of consciousness, without parent and medical provider permission. In both cases, a bus driver, employee, or volunteer must call "911".

Summer School

All medication transportation must be provided by parent/ guardian or authorized designee to the summer school location. School staff will not transport medications. Medications must be picked up within 5 business days of the completion of summer school. Medications not picked up will apply to the "disposal of medication" below. Consent forms are still valid from the current school year until the completion of the summer school program.

Disposal of Medications Procedure

The first notification will be on the medication consent form. Two notification reminders to parent/guardian that medication not claimed by the 5th business day after the commencement of the school year will be destroyed: these letters will be sent during the last 4 weeks of the school year explaining the need to claim medication. Approximately two weeks prior to the end of school parents will be notified in writing to pick up any remaining unused medication.

A phone call will be made as the final third notification for emergency medications only. The parent or guardian shall pick up unused portions of medications within five (5) business days after the completion of the school year or when medications have been discontinued. Medication/treatment supplies will be destroyed if they have not been picked up after five (5) business days after the completion of the school year.

Legal References:

118.29, Wis. Stats.
118.291, Wis. Stats.
118.292, Wis. Stats.
118.2925, Wis. Stats.
121.02, Wis. Stats.
PI 8.01(2)(g)
Wis. Admin. Code N 6.03 2009 Wisconsin Act 160

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