

HORTONVILLE AREA SCHOOL DISTRICT

Title: School Medication Policy

Date Adopted: 10/14/76

Policy No. 5012

Date Revised: 6/2/81

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8/28/01

9/12/05

Policy Statement:

According to Wisconsin Statute 118.29, students requiring medication at school shall be identified by parent/guardian to the school nurse/health aide. Students in Grades 9-12 will be given personal responsibility for self-administration of non-prescription medication that are brought from home. All other student medication must be given by the School Nurse or Health Aide in the Health Office with written permission from the parent or guardian.

Rationale:

To comply with State Statutes and to contribute to a safer environment for students, the Hortonville Area School District has implemented a policy for dispensing medications to students.

Scope: All students

Responsibility: School Nurse

Implementation:

1. Parents of students who require medication at school must contact the school nurse regarding the type, dosage and purpose of the medication.
2. Written statements shall be required of:
 - a. The parent/guardian who shall request and authorize the school nurse/health aide to give either prescription medication in the dosage prescribed by the physician or non-prescription medication (over-the-counter) in the recommended dosage. If more knowledge is needed by the nurse/aide to exercise prudent judgment for the safety and protection of the student on medication, the school nurse will contact the physician directly, as authorized by the parent/guardian.
 - b. The prescribing physician/healthcare provider will provide written authorization for all prescription medications to be given in the school setting.
 - c. If more information is needed by the school nurse to exercise prudent judgment for the safety and protection of the pupil on medication, permission will be obtained from the parents to contact the physician directly.

President _____ Date _____

Clerk _____ Date _____

3. The physician or pharmacist shall be requested by the parents to supply a properly labeled bottle of medication for the school. The prescribed medication shall be kept in a locked cabinet in the Health Room. The label on the bottle shall contain the name and telephone number of the pharmacy, the pupil's name, the physician's name, name of the drug and the dosage to be given. Taking the medication will be supervised by the school nurse or the school health aide (or in very limited situations by the classroom teacher with specific parent approval) at a time conforming with the indicated schedule.
4. Written permission from parents is needed for students who may want to take Advil or Tylenol while at school. Verbal permission is not acceptable. Permission forms are available in all school offices and from the Health Room in each school building. This permission slip is good for one school year and will need to be renewed each year.
5. The school Health Room will maintain an accurate and confidential record of all medication administered by them.
 - a. An individualized medication log will be maintained on all students requiring medication during school hours. It will include the student's name, type of medication, dosage, time to be given, physician if appropriate, teacher's name to aid in finding the student if necessary.
 - b. The classroom teacher and other involved school personnel will be notified of any side effects that may accompany the medication and will be asked to notify the health office if they observe any of them.
6. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of the school health room staff.
7. For the safety and protection of students, natural products will not be given in the school setting, unless approved by the FDA and the following criteria are met:
 - a properly labeled container is provided (same as prescription meds above)
 - use for children is indicated on the label
 - appropriate dosing is clearly stated
 - possible side effects are listed
 - parent/guardian signature is provided
 - student's healthcare provider will be notified of parent/guardian request for natural products to be given at school to verify safe use with currently prescribed or over-the-counter medications the student is taking.
8. If a parent/guardian or student refuses to follow the above policy guidelines, and if the student is identified by the school nurse as being harmful to him/her self or others, the District may choose to prohibit the student's attendance and/or participation in school or co-curricular activities until the problem is solved.
9. School may terminate the medications or treatment service if the required procedures are not followed. Notice will be given along with the reason for discontinuing.
10. The school must be notified whenever changes in medications or treatments are to be made. Medications and treatments requests must be renewed each school year or more often as the condition dictates. The parent/guardian shall pick up unused medication within three (3) days of discontinuation or at the completion of the school year. After a ten (10) day period following written notification, medication will be destroyed.
11. Parents are discouraged from asking students to transport medications unless the health room staff is at least alerted to the fact that they are coming.
12. Epi-pen may be available and used as needed for respiratory distress due to insect bite or other allergic reaction. Both pediatric and adult pens will be available to use on individual based on their size.