

HORTONVILLE AREA SCHOOL DISTRICT

HEALTH SERVICES

In compliance with Wisconsin State Law, the Hortonville Area School District has adopted a policy for the administration of medications. For school personnel to administer medication safely and efficiently, parent/guardians must comply with district policy. Whenever possible please give your children their medications at home. We encourage you to work with the prescribing provider to determine if the medication can be scheduled outside of school hours (7:45am-3:15pm). For all medication, the parent/guardian, not student, needs to bring the medication to school.

****Per HASD medication policy, non FDA-approved medications cannot be administered without a physician's consent.***

Non-Prescription Medication (Over-the-Counter Medication)

- The parent/guardian must complete a *Medication Administration Consent* form.
- Medication must be supplied in the original manufacturer's package with the student's name affixed on the package. Other packages, such as a baggie filled with pills, will not be accepted.
- Expired medication can't be accepted.
- Medication can only be given per recommended manufacturer guidelines. This includes doses above guidelines for weight/age, length between doses, and consecutive days medication is given. Anything above recommended guidelines require a prescriber's authorization.

Prescription Medication

- Current *Medication Administration Consent* Form must be completed by parent/guardian and prescribing practitioner
- The prescription medication must be supplied in the **original pharmacy-labeled package** indicating the correct dosage and frequency of administration. This information must be the same as provided on the above noted form. Only the amount of medication needed at school shall be contained in the package.
- For inhalers, insulin pens, epi pens, etc., please request that the pharmacy put a label on the box and on the actual medication
- If changes in the dosage take place, an updated *Administration of Medication Consent* form, and an updated pharmacy-labeled container which matches the directions on the consent form will be required.

Additional information

- Your pharmacist can provide a second empty labeled container so that you will have containers for home and school.
- School personnel will verify the amount of all prescription medication delivered by counting individual units of medication in the presence of either the adult who delivers it or another school personnel.
- Unused portions of medication after the completion of the school year or when discontinued will be disposed of after 5 days if not picked up by the parent/guardian.