

# Unity School District - Board of Education

## Board Policy 453.4

### Dispensing Medications in School to Students **Administering Medications to Students**

Last Revised 7/12/2022

It is recognized by the Unity Board of Education that it may be necessary at times for school personnel to be responsible for administering medications.

Where it is necessary that unlicensed personnel be taught to give injections in emergency situations, the School Nurse will accept this teaching function as a delegated medical task.

Therefore, the Unity Board of Education establishes the following requirements:

- ~~1. Regarding bee sting medication: Parents/Guardians must provide EpiPen or Auvi-Q (epinephrine auto-injectors) to the school for anaphylactic reactions. This is the ONLY acceptable unit for school administration. An Allergy Action Plan must be completed annually by both Parent/Guardian and medical provider.~~
- ~~2. Written instructions must be obtained from the physician and delivered to the school each time there is a change in prescribed medication, dosage, or time to be given, or annually for long-term drug therapy (i.e., Ritalin).~~
- ~~3. Parents/Guardians are to notify the School Nurse when the drug is discontinued at 715-825-2101 x3010.~~
- ~~4. It is a Parent/Guardian-child responsibility to see that the medication, especially EpiPen/Auvi-Q, is consistently with the child, i.e., to and from school, field trips, etc.
  - ~~1. The School Nurse shall verify that Parent/Guardian and physician responsibilities have been met before administering any medication.~~
  - ~~2. The School Nurse or a designee trained by the School Nurse shall administer the medication.~~
  - ~~3. The School Nurse shall keep accurate and confidential records of persons receiving medication.~~
  - ~~4. The School Nurse shall communicate the pupils with emergency injection potential via the "Health Conditions Alert" in Infinite Campus.~~
  - ~~5. Non-prescription drugs MUST come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose.~~
  - ~~6. In most instances, Unity School District will NOT be providing any non-prescription medications including cough drops, antacids, diphenhydramine (Benadryl), burn spray, antibiotic ointment, hydrocortisone cream, Vaseline, bio-freeze, oragel, eye drops, or any other non-prescription medication.~~
  - ~~7. Acetaminophen (Tylenol) and ibuprofen (Advil or Motrin) may be supplied and administered by the Health Service's Office staff. The medication consent form must be filled out.~~
  - ~~8. If a child requires any non-prescription medications, the parent/guardian is to fill out the medication consent form. Parents must bring the medication to the Health Service's Office in its original container.~~
  - ~~9. Prescription medication requires a written permission note from both the physician and Parent/Guardian. Prescription medication must be in a legible pharmacy labeled container. It must be brought to the Health Service's Office by the Parent/Guardian.~~
  - ~~10. A locked, secure cabinet for medications is to be located in the Health Services Office.~~
  - ~~11. Health Aides involved in the implementation of this policy shall complete the online training provided by the Department of Public Instruction.~~~~

Ref: ~~WI Stat 121.02(1)(g)~~  
~~WI Admin Code PI 8.01(8)~~

Medications should be administered to school children at home, rather than at school, whenever possible. School personnel (including employees, registered nurses serving the district, volunteers and/or licensed school bus drivers) who are authorized to do so in writing by a building principal may administer medications to students under the procedures and conditions established to implement this policy that are developed with the assistance of a school nurse and adopted by the School Board.

The registered nurse serving the school shall be responsible for overseeing the receipt of the written medication instructions and consents, the maintenance of complete and accurate medication administration records, the proper storage of medications, and the disposal of outdated and unused medications in accordance with District procedures. The written medication administration instructions that are on file in the District are periodically reviewed by a registered nurse.

Authorized school personnel who agree to administer a prescription drug or nonprescription drug product that must be injected into a student, inhaled by a student, rectally administered to a student, or administered into a nasogastric, gastrostomy or jejunostomy tube shall complete all state-mandated and District-required training before administering medication to a student through such means.

Students may possess (carry) and use an inhaler or epinephrine auto-injector (e.g., EpiPen®) with the written approval of the student's physician and parent or guardian.

No District policy or procedure shall be interpreted to limit or detract from the immunities and other limitations on liability available under the law to nurses and other persons who engage in or assist with the administration of medication to students.