



Book	Policy Manual
Section	Second Reading by Board
Title	ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330
Status	Second Reading
Adopted	May 25, 2016
Last Revised	December 20, 2023

5330 - 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 child is disabled and requires medication to benefit from the student's educational program. Medication can be administered to students during school hours or sponsored activities to promote health, prevent disease, and relieve symptoms of illness or aid in diagnosis. District staff shall administer medication in accordance with WI State Statutes. Community events or clubs not affiliated with D.C. Everest are not covered by school district staff or District policy. Arrangements for health care will be per the sponsoring organization's policy.

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

~~practitioner~~ **"Practitioner"** shall include any physician, dentist, podiatrist, optometrist, physician's assistant, and advanced practice nurse who is licensed in Wisconsin.

Medication orders written by an out-of-state provider will be accepted per the discretion of the School nurse.

~~"Medication"~~ **"Medication"** shall include all FDA-approved drugs prescribed by a practitioner and any nonprescription ~~medications~~ **drug products**.

~~"Administer"~~ **"Administer"** means the direct application of a nonprescription ~~medication~~ **drug product** or prescription drug, whether by injection, ingestion, or other means, to the human body.

~~"Nonprescription drug product"~~ **"Nonprescription drug product"** ~~or over the counter (OTC) medication~~ means any ~~medication~~ **non-narcotic drug product** ~~that 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.

~~Prescription medication may only be administered at school sponsored events with the written direction and consent from the parent and practitioner, provided the medication is not able to be administered at home or is for emergent use. Narcotic pain medication will not be administered at school.~~

Administration of Prescription Drug Products by School Staff

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. Such documentation shall be kept on file in the ~~() school office () nurse's office~~ **(X) health room** **[END-OF-OPTION]**. 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. Such documentation shall be kept on file in the () school office () nurse's office (X) health room ~~[END-OF-OPTION]~~. Substances, that are not FDA approved (i.e., natural products, essential oils, 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 they the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients and recommended therapeutic dosage in a legible format. ~~[END-OF-OPTION]~~ (X) If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information. ~~[END-OF-OPTION]~~. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner. ~~Unless authorized by the district nurse, parent, and physician, students are prohibited from possessing, using, carrying, or distributing in school or on school grounds 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, etc.). The provisions of this policy are to be viewed together with the Board policy on Drug Prevention, Policy 5530.~~
~~All Students wishing to use essential oils in the school must have consent from a parent, physician, and District nurse. Students must be able to self-administer.~~
~~Plug ins, diffusers, and other scented products should not be used in school.~~

Student Possession of Medication

~~[DRAFTING NOTE: Select option for possession and self-administration of medication by students.]~~

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 (X) and prescription medications ~~[END-OF-OPTION]~~ 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. ~~() and administrative guidelines [END-OF-OPTION].~~ (X) Responsible students in grades K-128 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. [END-OF-OPTION]~~

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

CBD Products at Schools

No CBD products ~~will be~~ permitted for use at school or at school-sponsored events.

Use of Essential Oils

[X] OPTION #1

All students wishing to use essential oils in the school must seek prior approval from the ~~() Principal~~ (X) ~~school nurse~~ ~~[END-OF-OPTION]~~.

Plug-ins, diffusers, or other scent enhancers may not be used in any school environment.

~~[END-OF-OPTION #1]~~

~~] OPTION #2~~

~~Students are prohibited from using essential oils at school.~~

~~[END-OF-OPTIONS FOR ESSENTIAL OILS]~~

General Provisions

~~Medication consent forms and action plans, which authorize the administration of both prescribed medication and nonprescription drug products, shall be kept on file in the school health office, as well as a record or authorization to administer medication signed by the District nurse and the principal. Medication administration along with any errors will be~~

~~documented in the electronic database.~~

~~Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. [] Parents, or students authorized in writing by their practitioner and parents, may administer medication at school or at school sponsored events. [END OF OPTIONAL PARAGRAPH]. In accordance with 2340F1, students in grades 8-12 may carry and self-administer prescription and nonprescription medication while on field trips. The self-carry option may be revoked if the parent/guardian, practitioner request, or the nurse deems it unsafe.~~

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

~~Medications will be administered and the instruction and consent forms will be maintained in accordance with the Superintendent's guidelines.~~

Any bus driver, staff member, or volunteer, authorized in writing ~~by~~ **by the District nurse and a principal, () the Board, () the Superintendent, (X) or a 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 healthcare 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. Intravenous medication will not be administered by the District nurse, but the District will work with the parent to provide an alternative method of care. Medications prescribed for the purpose of controlling unexpected, violent, aggressive behavior will not be administered by the school District staff. This excludes daily maintenance medication prescribed for behavior management.

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 who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. District 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 District nurse(s) 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 provide for District acquisition and maintenance of opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.~~

Opioid Antagonist Plan

The District's Emergency Nursing Service Plan shall (X) state whether and to what extent the District will retain opioid antagonists and provide for District acquisition and maintenance of 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 District nurse and designated school personnel to administer them. Accordingly, the Board directs the District nursing staff, in consultation with the Superintendent, to develop a plan that meets the following:

- A. specifies those designated school personnel who have agreed to receive training and who 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 District 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 auto-injectors 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;
- E. is approved by a physician licensed in the State of Wisconsin;
- F. notes that the school and any District 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;
- G. is published on the District's website or the website of each school.

Revised 8/22/18
 T.C. 6/16/21
 Revised 7/5/22
 T.C. 1/31/23
 Revised 7/5/22
 Revised 6/19/23

© Neola 20234

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

Cross References [ag5330 - ADMINISTRATION OF MEDICATIONS](#)

Last Modified by Ellen Suckow on May 23, 2025