

# ADMINISTERING MEDICATIONS TO STUDENTS

Waunakee Community School District

## Policy 453.4

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~~(This sample policy provides general guidance for the administering of prescription drugs and nonprescription drug products to students by school personnel. It includes minimum staff training requirements, assigns general oversight responsibility to a designated school district employee(s), and allows certain students to possess and self-administer their own medication under established conditions.)~~

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 ~~identify the appropriate position—e.g., registered nurse serving the school building principal or his/her designee~~ 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of complete and accurate medication administration records, the proper storage of medications, and the disposal of outdated and unused medications in accordance with District procedures.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 ~~identify the appropriate position~~ shall be responsible for ensuring that the written medication administration instructions that are on file in the District are periodically reviewed by a registered nurse.

No school personnel, other than a health care professional, shall be involuntarily required to administer any medication to a student by any means other than ingestion. Authorized school personnel who voluntarily 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 contained in an authorized delivery system/mechanism with the written approval of the student's physician and parent or guardian. ~~Insert if desired and consistent with local intent and practices; "In addition, older and responsible students may also possess and self-administer their own prescription drugs and nonprescription medications at school, provided that the student does so in compliance with relevant District policies and procedures."~~

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.

### Legal References:

#### Wisconsin Statutes

[Section 118.125](#)

[maintenance and confidentiality of student records]

[Section 118.29](#)

[administration of drugs to students by school personnel and emergency care; policies and procedures required]

[Section 118.291](#)

[student possession and use of inhalers]



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| <a href="#">Section 118.292</a>      | [student possession and use of epinephrine]  |
| <a href="#">Section 118.2925</a>     | [life-threatening allergies in schools; allergy management plan and use of epinephrine]  |
| <a href="#">Section 121.02(1)(g)</a> | [school district standard; provision of emergency nursing services]  |
| <a href="#">Section 146.82</a>       | [confidentiality of patient health care records]   |
| <a href="#">Section 146.83</a>       | [access to patient health care records]  |
| <a href="#">Section 441.18</a>       | [authority of certified advanced practice nurse to prescribe and deliver opioid antagonists to designated individuals and to issue a standing order to persons authorizing the dispensing of an opioid antagonist] |
| <a href="#">Section 448.037</a>      | [authority of physician or physician assistant to prescribe and deliver opioid antagonists to designated individuals and to issue a standing order to persons authorizing the dispensing of an opioid antagonist]  |

### Wisconsin Administrative Code

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|--------------------------------|--|
| <a href="#">N 6.03(3)</a>      | [supervision and delegation of nursing acts]   |
| <a href="#">PI 8.01(2)(a)2</a> | [required emergency nursing services policies, including protocols for administering medication] |

### Cross References:

~~WASB PRG 453.4 Sample Policy 1~~  
~~453.1 Emergency Nursing Services~~  
~~453.4, Medication Administration to Students~~  
~~453.4-Exhibit A, Prescription Medication Consent Form~~  
~~453.4-Exhibit B, Over-the Counter Medication Consent Form~~  
~~453.5, Life-Threatening Allergy Management~~  
~~453.5 Rule, Standing Order for Allergic Reaction~~

**Adoption Date:** 5-11-92

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October 1997  
December 2000  
March 2002  
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April 2012  
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June 2018  
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XXXX, 2025

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