

Medication

Policy

Regulation
5140.2(a)

Students

Welfare, Health and Safety

Administration of Medication to Students

1. School administrators and school personnel must receive medication training in accordance with DPI regulations. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the School Nurse.
 - a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse.
 - b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
 - c. The School Nurse, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
2. Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, the name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.
3. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.
4. Medication will be taken by the child at the designated time administered by the School Nurse, or by the other individual who has been identified to do so.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of trained school staff/ volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher (refer to Form 5140.2c). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent must provide to the school a copy of a health care plan (refer to Form 5140.2d) for a student who requires an emergency prescription medication.

Archdiocese of Milwaukee

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5/8/1998
5/3/2011

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5140.2(b)

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5. Only limited quantities of any medicine are to be kept at school.
6. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
7. The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage time it is to be administered is changed from the original instructions.
8. Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
 - a. It is advisable to have in the Principal's or School Nurse's Office, a list of pupils needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
 - b. An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, and the time given, and the duration.
 - c. School personnel are asked to report any unusual behavior of pupils on medication.
9. Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.

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In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications.

1. Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician.
2. A written statement from the prescribing physician which:
 - A. Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications, and
 - B. Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
3. A written statement from the parent/legal guardian:
 - A. Authorizing school personnel to give the medication in the dosage prescribed by the physician, and
 - B. Authorizing school personnel to contact the physician directly.