

ADMINISTERING MEDICATIONS TO STUDENTS

Policy 453.4

Medications should be administered to school children at home, rather than at school, whenever possible. School personnel who are authorized to do so in writing by a building principal may administer medications to students under the procedures and conditions established in the Rules of this policy that are developed with the assistance of a school nurse and adopted by the Board.

The school nurse 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of complete and accurate medication administration records, the proper storage of medications, and the disposal of outdated and unused medications in accordance with District procedures.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 building principal 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 Department of Public Instruction-approved 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. 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]
- [Section 118.292](#) [student possession and use of epinephrine auto-injectors]
- [Section 121.02\(1\)\(g\)](#) [school district standard; provision of emergency nursing services]
- [Section 146.82](#) [confidentiality of patient health care records]
- [Section 146.83](#) [access to patient health care records]

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Wisconsin Administrative Code

- [N 6.03\(3\)](#) [supervision and delegation of nursing acts]
- [PI 8.01\(2\)\(g\)2](#) [required emergency nursing services policies, including protocols for administering medication]

Cross References:

- Policy 347 Student Records
- Policy 453.4 Rule Administering Medication to Students
- Policy 453.4 Exhibit A Administration of Medication at School Consent/Authorization Form
- Policy 453.4 Exhibit B Self-medication Permission Form (for other than inhaler or EpiPen)

Adoption Date: April 16, 2014