

Faith Lutheran School Fond du Lac, Wisconsin

MEDICATION ADMINISTRATION TO STUDENTS

Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis.

Faith Lutheran School shall administer medication in accordance with Wisconsin State Statutes 118.29, 118.291, and Wisconsin Administrative Code PI 8.01 (2) (g). Faith Lutheran School may administer any prescription medication to a student in compliance with the written instruction of a practitioner and written consent from the student's parent or guardian as defined by Wisc. Stat. Ch. 118.29. Administration of nonprescription medication requires the written instruction and consent of the student's parent or guardian. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and written consent from the student's parent or guardian. Students with asthma may possess and self administer a metered dose or dry powder inhaler with the written approval of the student's physician and parent or guardian.

Medication administration may be delegated to any staff member (called, hired or volunteer) with proper training, supervision, and evaluation as defined in Wisconsin Administrative Code N. 6.01 and DPI training guidance. Determining such individuals will be the joint responsibility of the principal of Faith Lutheran School and a parish nurse from Faith congregation. The Faith Lutheran staff member who is authorized to administer medication is immune from civil liability for his or her acts or omissions in administering medication to a student unless the act or omission constitutes a high degree of negligence. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act; therefore, they are not necessarily immune from civil liability for the aforementioned acts or omissions. The Faith Lutheran School principal who authorizes a staff member or volunteer to administer a drug or prescription drug to a student will be immune from civil liability for the action authorized, unless a court determines that the action constitutes a high degree of negligence.

No school staff member or volunteer, except a health care professional, may be required to administer medication to a student by any means other than oral ingestion. Procedures for obtaining and filing written instructions and consents for medication administration, and the protocols for storage, administration, and documentation are delineated in this policy's Administrative Rule.

Legal References: Wisconsin State Statutes 118.29, 118.291 and 121.02(1)(g) Wisconsin Administrative Code N. 6.03(3) Adoption Date: March 1996 Amended: May 2010.

MEDICATION ADMINISTRATION TO STUDENTS

Procedures

I. Training of Designee

The health care professional, in collaboration with a school administrator, has the authority to delegate medication administration to a school employee in compliance with Wisconsin State Statute 441.06(4) and Wisconsin Administrative Code N 6.03(3) if the following are met:

- a) The task must be commensurate with the education, preparation, and demonstrated abilities of the designee.
- b) A parish nurse will provide assistance & training as needed to the designee.
- c) The designee's administration of medications is periodically observed, monitored, and documented by a parish nurse.
- d) The designee completes the online DPI training course for the medication(s) to be administered and submits certificate of completion to the RN and is filed in the school office.
- e) School Personnel will be informed on a need to know basis when a student is taking medication for serious or chronic health conditions, so that they can observe for side effects to the medications.

II. Consent to Administer

A. Prescription Medications

A written, signed statement from the parent/guardian and a written, signed instruction from a practitioner must be on file at the school authorizing school personnel to administer any medication (see attached medication administration form 5141a). The statement must include:

- Student name, date of birth
- Medication name, dose, route frequency, time/conditions, duration
- Reason for medication
- Precautions, possible untoward reactions, and/or interventions
- Name of practitioner
- Parent/guardian signature, practitioner signature, date

Requests must be renewed each year or more often if changes in dosage occur. All changes will be noted on the medication administration record, dated and initialed by the designee.

Prescription medications must be supplied in a pharmacy-labeled container indicating the correct dosage and administration instructions.

A chosen parish nurse shall be informed by school personnel of all students receiving medication and any changes in dosage. The chosen parish nurse will review the medication record periodically and use professional judgment in contacting the practitioner, school personnel, or parents to resolve inconsistencies in administration directions. The Fond du Lac district nurse assigned to oversee Faith Lutheran School will be consulted as needed.

B. Non-prescription Medications

Non-prescription medication (over-the-counter) which is FDA approved can be administered. A written, signed statement from the parent/guardian must be on file at school authorizing school personnel to administer (form 5141.6a).

Non-prescription drugs must come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose.

Non-prescription medications must be supplied by parent in the original container with the student's name affixed.

Any non-prescription medication intended for long-term use on a daily basis must be accompanied by a practitioner's signature.

All medication must be supplied by the parent.

C. Food Supplements, Natural Products

For the safety and protection of students, food supplements and natural products will not be given in the school setting unless approved by the FDA or prescribed by a practitioner. The following criteria must be met:

- An original container is provided.
- Use for student is indicated.
- Appropriate dosing for student is clearly stated on the label/packaging insert.
- Possible problematic effects are listed.
- Signed parent/guardian statement.
- Signed practitioner consent if non-FDA approved.

Parents/guardians may come to school to administer natural products.

III. Self-Administered Medication

A. Students with asthma may possess and self administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the written approval of the student's physician and the written approval of the student's parent or guardian (see attached Inhaler Med form 5141.6b). A copy of this approval will be present in the student's school and maintained in the medical record. The medical record is to be updated annually.

B. Responsible students, as determined by the parent, school nurse, and administrator, may possess and self-administer medications other than the above without practitioner approval.

It is recommended that a written statement identifying the medication and granting permission for self-administration be signed by the parent/guardian. This statement should be carried by the student or maintained in the school's medication file.

Factors to be considered will be:

- Type of medication
- Reason for medication
- Age of student
- Responsibility of student

IV. Medication Storage

Medication will be stored in a secure location. Medication which needs to be accessible to the student will be stored in an appropriate location per student need (i.e., emergency medications). Medication will be stored to maintain quality (i.e., refrigeration).

The parent/guardian shall pick up unused portions of medication within seven days after the completion of the school year or when medications have been discontinued. After written/verbal notification, medications will be destroyed.

V. Documentation

An accurate individual student record of administered medication will include:

- Demographic data such as name, birthdate, level/grade, school year.
- Medication name, dose, date/time given.
- Signature of person administering.
- Dose changes, dated, with the signature of designee and cosigned by the school nurse.
- Documentation of medication must be completed immediately after the administration to the student to assure accuracy and safety.
- Documentation of medication errors must be completed immediately. An incident report should be completed along with phone notification of parents and health care provider of student involved.

The Student Medication Record(s) (form 5141.6a and 5141.6b) will be maintained in the student medical record after discontinuation of the medication.

VI. Rights and Responsibilities

Designated school personnel have the responsibility to:

- See that the medication is given within 30 minutes before or after the time specified by parent and practitioner.

- Maintain the medication administered at school in a secure place which also maintains medication quality (i.e., refrigeration for liquid antibiotics).
- Report to the school nurse any dose changes, inconsistencies, or medication side effects.
- Keep a copy of the Medication Policy in an accessible spot for immediate reference.
- Document all medication administered or reason medication may not be administered (absent, refusal).
- Report errors and or missed medications to the school nurse immediately.

Designated school personnel have the right to refuse to administer medication to students when the medication administration procedures as described in Section II above have not been completed.

The Parish nurse has the responsibility to:

- Review medications and any changes in medications administered at school.
- Use professional judgment in carrying out the policy.
- Provide information on medication side effects as needed.
- Provide training, supervision, and evaluation of the administration of medication in the school.
- Maintain records of staff completion of medication administration.

VII. Distribution of Policy and Liability Waiver

- All school staff members or volunteers who are authorized to administer drugs to a student shall receive a copy of this policy and shall be advised that, pursuant to the provision in Wisconsin State Statute 118.29, they are immune from civil liability for any acts or omissions in administering a drug or prescription drug to a student in accordance with this policy unless the act or omission is found by a court to constitute a high degree of negligence.
- The Faith Lutheran School principal who authorizes a staff member or volunteer to administer a drug or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence.

Refer to procedures for administering medication and accompanying forms.

Legal References:

Wisconsin State Statutes 118.29, 118.291 and 121.02(1) (g)

Wisconsin Administrative Code N. 6.03(3)

Adoption Date: March 1996. Amended: May 2010.