

MEDICATION – ADMINISTERING TO STUDENTS

- A. 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.
- B. The school registered 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of complete and accurate medication administration records, the proper storage of medications, and the disposal of outdated and unused medications in accordance with District procedures.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 Director of Pupil Services 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.
- C. No school personnel, other than a healthcare 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.
- D. Students may possess (carry) and use an inhaler or epinephrine auto-injector (e.g., EpiPen®) or issued prescriptions with the written approval of the student’s physician and parent or guardian. In addition, responsible High School students may also possess and self-administer their own nonprescription medications at school, provided that the student does so in compliance with relevant District policies and procedures.
- E. 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.

ADOPTION DATE: July 26, 1999

REVISION DATE(S): May 13, 2019; May 13, 2024

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Wisconsin Statutes Section 118.125, Section 118.29,
Section 118.291, Section 118.292, Section 118.2925,
Section 121.02(1)(g), Section 146.82, Section 146.83,
Section 441.18, Section 448.037
Wisconsin Administrative Code N 6.03(3), PI 8.01(2)(g)2