**Medication Administration Policy 5017**

KTEC High School complies with the Wisconsin Administrative Code (Chapter PI 8.01(d)(g)) of emergency nursing services, including the administration of medication at all school-sponsored activities including, but not limited to, curricular, co-curricular, and extra-curricular activities. Medication administration policy is governed by Wisconsin Statute 118.29. All medications, including prescription and non-prescription (over the counter), are subject to these policies. KTEC High School recognizes that students may need to take medication(s) during school hours in order to attend school, participate fully in their education program, or stabilize their chronic health conditions. The following KTEC High School medication administration policies were developed in collaboration with the school nurse and are periodically reviewed to ensure best practice and compliance with Wisconsin state laws.

All medications, prescription or not, require a Medication Consent Form to be signed by the student’s parent/guardian. All Medication Consent Forms will be kept in the school health office.

* Prescription medications include Schedule II to V controlled substances (Wis. Stat. 450.01[20][b]). Narcotic drugs will not be administered at school. Prescription medications require written instructions from a medical practitioner in addition to the written parent/guardian consent. The practitioner must include the name of the drug, the dose, the route of administration, the frequency/duration of administration, as well as the approximate time it should be administered. Further, the practitioner should include the reason for administration, any symptoms the school should contact the practitioner regarding, as well as the practitioner's contact information.
* Nonprescription medications include over-the-counter medications such as sunscreens, rash ointments, insect repellants, and cough drops may contain “drug” substances in them, thus requiring parent/guardian consent. A parent/guardian must provide the medication name, dosage, route, frequency/duration of administration, as well as the approximate time it should be administered, and the reason the medication should be administered.

**Storage**

All medications must be brought to the school by a parent/guardian. Any medication brought to the school by a student will not be accepted and held on to by the school health office until a parent/guardian can pick up the medication from school. Medication will be kept in a locked container or cabinet in the school health office. All medications must be in an original container.

* Prescription medications must be supplied in the original pharmacy-labeled package. The package must list the name of the student, the name of the prescriber/pharmacy, the name of the prescription medication, the dose, the effective date, and the directions in a legible format.
* Nonprescription medications must be supplied in the original manufacturer’s packaging, and the package must list the ingredients and recommended therapeutic dosage in a legible format.
	+ *If the student is to take the nonprescription medication outside of the manufacturer’s dosage recommendations, written instructions from a medical practitioner for the administration of the dosage other than the recommended manufacture’s dose or approved weight-based dose must be provided.*

**Administration**

Requests to administer medication to students at school must be renewed each year. Any changes in instructions for medication administration throughout the school year require a new Medication Consent Form to be completed and signed.

KTEC High School staff, under the direction of a Registered Nurse, will administer all medications to students. It is the policy of KTEC High School that students of KTEC High School do not carry or self-administer any medication, whether prescription or not, while attending school, except for inhalers, insulin, epi-pens, and glucagon.

Designated school personnel will supervise and administer the medication to the student. Responsibility for medication administration is of KTEC High School administration, in consultation, training, and direction of the school nurse. The principal will determine which individuals are authorized to administer medication to students. Any school employee and volunteer who administers medication will be required to successfully complete a DPI-approved medication training. At a minimum, trained school personnel must be able to demonstrate knowledge training and assessment of knowledge along with skill demonstration with competency check-off. Trained school personnel who administer prescription or nonprescription medications are exempt from civil liability unless the act or omission constitutes a high degree of negligence. Civil liability immunity does not apply to healthcare professionals.

**Disposal**

Every attempt will be made to return the unused or expired medication to the parent or guardian. Parents or guardians will determine whether they wish to arrange a pick-up of the unused portion of the medication or whether they wish to have the unused medication sent home with the student at the end of the school year. This designation will be indicated on the Medication Consent Form and signed by the parent/guardian. The parent/guardian may change their selection at any time in writing. If medication is not picked up or sent home with the student at the end of the school year, it will be properly disposed of according to health guidelines. Parents/guardians will have two (2) business days from the last day of school to make arrangements to pick up the medication before disposal. If medication is disposed of by school personnel, the amount of medication being disposed, the date of disposal, and attempts to contact the parent/guardian regarding the medication will be recorded on the student’s health log.

**Record Keeping**

Documentation of medication administration will be completed promptly with each dose of medication administered to a student. A medication log will be kept for each student and will include the student’s identification information, the name and dosage of the medication, date and time of administration, and identification of who administered the medication. Medication administration logs are pupil physical health records and are stored and retained as behavioral records. Each medication log will be kept confidential in accordance with FERPA and HIPAA regulations.

For prescription medication, designated school personnel will verify the amount of medication delivered by the parent/guardian. The staff person will count individual units of medication in the presence of the adult who delivers it or another school personnel. The amount of medication will be documented by the school personnel in the student's health log and the parent/guardian and the school personnel will each sign to document verification of the medication count.

If a medication error occurs, it will be documented in an incident report form. Examples of medication errors include the administration of a medication to the wrong student, administration of the wrong medication to a student, administration of the wrong dosage of medication to the student, administration of the medication via the wrong route, administration of the medication at the wrong time, or failure to administer medication with appropriate medical provider and parent or guardian written instructions. Situations not considered to be medication errors include students who refused to consume or are unable to tolerate the medication, lack of supply of the medication from the parent or guardian, and medication for which the parent or guardian has requested staff no longer administer. Notation of medication errors should carefully be documented and reported to the parent/guardian, school administrator, and school nurse immediately.

**Field trips**

The following applies to any school sponsored activity, including field trips or student groups/clubs where a student has a medication on file that must be administered.

**Alternative Medications**

For the safety and protection of students, nutritional supplements, herbal, homeopathic, essential oils, experimental medication and natural products will not be given in the school setting unless approved by the FDA and prescribed by a practitioner. Such substances that have not been approved by the FDA lack safety information, limiting them from being administered in the school setting. In order for these substances to be administered by school staff, the following criteria must be met:

* The substance is provided in an original container;
* Use for student is indicated;
* Appropriate dosing is legibly stated on the label/packaging insert;
* Possible symptoms or effects are listed;
* A signed Medication Consent Form is on file from the parent/guardian; and
* Written medical practitioner instructions provided on the Medication Consent Form.

If a substance does not meet these requirements, parents/guardians may come to school to administer natural products.

Adopted 8/23/21