

MONONA GROVE SCHOOL DISTRICT

Board Rule 453.4

GUIDELINES FOR ADMINISTERING MEDICATION TO STUDENTS

1. The School Nurse shall be responsible for:
 - a. Developing procedures for medication administration.
 - b. Providing appropriate instruction to persons authorized to administer medication.
 - c. Reviewing written instructions periodically.
 - d. Managing the administration of medication policies and procedures.
 - e. Providing, upon request, information about the medication a student is taking and the medication's side effects to staff, the student and/or his/her parent/guardian.
 - f. Determining discretionary action in situations that fall outside of established procedures for medication administration.
2. Health assistants, secretaries and other personnel who administer medication shall be responsible for:
 - a. Administering medication according to established procedures.
 - b. Maintaining accurate medication records.
 - c. Storing medication in a secure place.
 - d. Reporting any inconsistencies or side effects of medication to the School Nurse.
 - e. Consulting the School Nurse in situations that fall outside of established procedures for medication administration.
3. New written instructions and permission must be received annually, at the beginning of the school year, for students taking medication during the entire school year.
4. Only the School Nurse may accept verbal orders from a practitioner. A written medication order must follow.
5. The designated school person shall maintain an accurate medication file which includes all the necessary forms on each student receiving medication. If the order for medication administration changes, new form(s) need to be provided.
6. The parent/guardian shall be responsible for supplying a properly labeled container of medication. (For prescription medication, the original pharmacy container must be provided). If a medication order changes, the parent/guardian must provide a new properly labeled container.

The following information shall be printed on the container, including inhalers:

- a. The student's full name.
- b. The name of the drug and dosage.

- c. Frequency of administration.
 - d. The name of the practitioner (prescription medication only).
 - e. The name and telephone number of the pharmacy (prescription medication only).
7. Parents/guardians shall provide any utensils required for the administration of medication, such as a calibrated utensil for measuring liquid medication.
 8. If a student possesses and self-administers an inhaler while in school, at a school-sponsored activity or under the supervision of a school authority before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms, it is recommended that a back-up inhaler be available in the health office.
 9. School personnel shall, under no circumstances, administer prescription or non-prescription medication to students without meeting all the criteria in Board policy and procedure.
 10. Medication shall be administered to the student at the designated time in the presence of designated personnel. It is the responsibility of the student to report for medication at the appropriate time. However, the person responsible for administering the medication must make a concerted effort to locate the student who has not reported at his/her scheduled time. If this becomes a pattern, the student's parent/guardian and/or teacher(s) shall be contacted and asked to help develop a plan to assure the student receives the medication as scheduled. If a student refuses to take medication, his/her parent/guardian shall be notified.
 11. If school personnel are to administer medication to a student while he/she is at a school-sponsored activity held off school premises or held before or after the regular school day, the above procedures/guidelines shall be followed:
 12. In the event of a medication error, the parent/guardian shall be notified and a medication incident report must be completed by the designated staff person. (Follow guidelines for what to do if a student refuses medication or does not come to take medication - #10).
 13. The student's parent/guardian shall be notified when more medication is needed.
 14. All medication to be administered by school personnel shall be kept in a locked cubicle, drawer or other safe place.
 15. All medication stored at school shall be disposed of 10 days after the end of the school year unless collected prior to that time by the parent/guardian. Medications will not be sent home with the student.

16. An accurate system of recordkeeping shall be established for each student administered medication by school personnel and kept in a secured location in the office.
- a. A medication roster shall be kept in the health office. The roster shall contain names of students who receive daily medication. It shall be used to document who has been in for their medication each day and who needs to be located and called in.
 - b. An individual record for each student receiving medication shall be kept in the health office, including the type of medication, the dose, the time to be given and the duration of the administration. School personnel shall record when medication has been given.
 - c. When medication is discontinued, or the school year ends, all forms related to the administration of medication shall be filed in the student's health file for the current school year. The records shall be maintained according to state law and established procedures.
 - d. A copy of the original medication form(s) and any new forms shall be placed in the student's individual health record file upon receipt.

CROSS REFERENCE: Board Rule 347, Guidelines for the Maintenance and
Confidentiality of Student Records
BOARD APPROVAL: November 12, 2003