

D.C. EVEREST AREA SCHOOL DISTRICT  
6300 Alderson Street, Schofield, Wisconsin 54476  
Medication Administration  
Protocol and Procedure

- I. Management of Medication Administration Program
  - A. Definitions:
    1. *Pupil means any person who is regularly enrolled on a full time or part time basis in an approved instructional facility or participates in a co-curricular activity.*
    2. *School means a site where a pupil is in attendance at an approved instructional facility or participates in a co-curricular activity whether held on or off school property.*
  - B. Consent to administer PRESCRIPTION MEDICATION.
    1. *Prescription medication means any medication that is obtainable only with a direct physician order, license, directive, and signature.*
    2. The school nurse or designated school personnel may administer prescription medication to students at school providing the physician consent form and parent consent form are in the health office.
      - a. The school nurse can obtain physician signature providing the medication is in a current pharmacy labeled container.
      - b. ONLY a registered nurse may accept verbal orders from a physician.
    3. The physician must sign a written consent statement that outlines:
      - a. The specific conditions for staff to contact the physician
      - b. The physician's willingness to accept, direct, and supervise non-professional staff to administer the prescribed medication.
    4. Prescription medication at school MUST be in the labeled pharmacy bottle. The label must clearly state:
      - a. Student's full name
      - b. Name of the medication to be administered
      - c. Time to be given
      - d. Physician's name
      - e. Date the medication was dispensed
  - C. Consent to administer OVER THE COUNTER MEDICATION
    1. *Over the counter medication means any medication that is available for purchase by the public without a physician prescription, signature or license.*
    2. The school nurse or designated school personnel can administer over the counter medication to students at school providing the parent consent form is in the health office.
    3. The signed, written parent consent must clearly state:
      - a. The name and dose of the medication to be administered
      - b. The parent's authorization for staff to administer the medication to their child
    4. Over the counter medication must be in the original container or single dose unit. Parents need to write the student's name on the container.
  - D. In accordance with standards of nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on his/her assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. The parent/guardian and licensed physician will be notified by the school nurse regarding this decision and the supporting rationale.
  - E. Administration of medication
    1. Only delegated staff may administer medication to students at school
    2. School personnel are required to administer only oral medications
    3. Delegated school personnel can administer injections in an emergency under the direction and instruction of the school nurse, and with a specific physician's order
- II. Self Administration of Medication
  - A. *Self-administration of medication means that a student is able to consume or apply medication in a manner directed by the physician without additional assistance or direction by District staff. A student may be responsible for taking his/her own medication after the school*

*nurse has determined that the following requirements are met:*

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1. The licensed physician, parent/guardian provide a written statement that specifies the conditions under which medication may be self-administered. A signed physician and parent consent form is in the health office.
  2. The school nurse or designated school staff consults with the teachers and students to identify a safe place to store the medication, while providing for accessibility when student requires it.
- B. Wisconsin Act 77 protects the school district and the delegated staff assigned to administer medication from civil liability related to the administration of self-inhaled prescription medications.
- III. Handling, Storage and Disposal of Medication
- A. The parent/guardian or an adult designated by the parent/guardian will deliver all medication to the school health office.
  - B. All medications will be stored in the original labeled pharmacy container. The health aide will check medication expiration dates.
  - C. All medications administered at school are stored in a securely locked cabinet exclusively for medications. To ensure safety, the cabinet is locked at all times during the day.
  - D. Limited quantities of medication will be kept at school.
  - E. All unused, discontinued, or outdated medications are returned to the parent/guardian and the return appropriately documented. All medication is returned to the parent at the end of the school year. Parents are required to pick up the medication from the school. Parents will receive written notification of the procedure in May and have an opportunity to arrange for disposal of the medication if needed. Any unclaimed medication will be disposed of by the school nurse at the end of the school year.
    1. Inhalers and epi-pens are discarded in Senior High medical waste container
    2. Liquid and tablet medications are flushed in the toilet.
    3. Documentation:
      - a. Staff disposing of the medication should sign, date, and write "Medication discarded" on the student's medication documentation form.
      - b. When parent's claim medication, staff will document: "Medication claimed by (parent's name)" and note date on the student's medication documentation form.
- IV. Medication documentation
- A. A medication administration record will be kept for each individual student who receives medication at school.
  - B. The daily medication form will state the following information:
    1. The dose or amount of medication to be administered
    2. The date and time of administration, or omission of administration, including the reason for omission.
    3. The full signature of the school nurse or designated school personnel administering the medication. He/she may initial the record subsequent to signing a full signature if the medication is given more than once by the same person.
  - C. The school nurse and any designated school personnel will document any significant observations related to the medication administered, and any adverse reactions or other harmful effects, as well as any action taken in the student's health file.
  - D. All documentation will be recorded in ink.
  - E. Completed medication administration record, records pertinent to self-administration, and consent forms will be filled in the student's health record.
  - F. The health aide will count the number of prescription tablets in the container at the time the parent delivers the medication to school.
  - G. The health aide will document the count obtained and identify the source of the medication on

the back of the medication documentation form. The pill count will be completed as soon as possible after the medication is delivered to school.

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- V. Documentation of medication errors
  - A. *A medication error means any failure to administer medication as prescribed*
    - 1. *in the correct time frame*
    - 2. *in the correct dosage*
    - 3. *in accordance with the accepted practice*
    - 4. *to the correct student*
  - B. In the event of a medication error, the school nurse or staff designated to administer the medication will notify the parent/guardian immediately. If there is a question of potential harm to the student, the school nurse will contact the physician.
  - C. Medication errors will be documented by the school personnel designated to administer medication on a medication error report form. A copy of the report is sent to the school nurse and the original placed in the student's health file.
  - D. The school nurse will review the medication error reports, and provide education to ensure appropriate medication administration in the future.
- VI. District medication audit
  - A. *Purpose: The medication audit provides a tool to insure that the medication policy has been followed and that the student's medication needs are met during the school day. Any problems noted during the audit will be discussed with the health aides with the goal of eliminating future problems and correcting any knowledge deficits.*
  - B. Tools
    - 1. Medication audit form
  - C. Procedure for completing audit form. Auditor will verify the following information:
    - 1. Grade of the student
    - 2. Name of the student must be on the medication bottle, documentation form, and consent forms.
    - 3. The medication name, dose and time to be given must be on the original pharmacy bottle and said data must correspond with the information on the student's medication administration sheet and consent forms.
    - 4. Physicians and parent consent forms are signed and state the medication to be administered at school.
    - 5. Medication is in a current pharmacy bottle.
    - 6. Daily medication documentation form is kept for each individual student receiving scheduled medications at school. Any exceptions are noted on the records. PRN medications are documented on the as needed medication form.
  - D. Auditor and schedule for audit.
    - 1. The District Registered Nurses will perform the audits in late October and late February.

Legal Reference:

Wis. Stats. 118.125 (Pupil Records)  
118.29 (Medication Administration)  
121.02 (1) (g) (School District Standards)  
146-46.83 (Patient Health Care Records)  
441 (Wisconsin Nurse Practice Act).  
Wis. Admin. Code PI 8.01 (2) (g) (Emergency Nursing Services)  
Wisconsin Dept. of Public Instruction. School Nursing and Health Services, A Resource and Planning Guide. 1998

Exhibit Adopted: 02-26-91  
Exhibit Revised: 08-28-01  
RWD/ems

BOARD OF EDUCATION  
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