

Administrative Guidelines
Administering / Dispensing Medication to Students
Wrightstown Community School District

In order for school personnel to administer medication to students during the school day and meet the requirements set forth in district policy and Wisconsin Legislative Act 160, the following guidelines are set forth:

- 1) An “*Approval to Administer Medication*” form must be on file at school.
 - a. Forms are available on the school district website or will be sent home upon request. The school office or health nurse will manage this recordkeeping.
- 2) All medications will be dispensed from the Health Room.
 - a. Asthmatics who have written permission from their physician which specifically states the child may carry their inhaler while at school may do so. An extra inhaler should be brought to the Health Room to keep as a back-up.
- 3) Administering / Dispensing Prescription Medication
 - a. Physician consent form and Parent/Guardian consent form must be completed (see attached forms). Without completed forms, the medication will not be dispensed.
 - b. Administered dosage must be documented in the health room at the time of administration.
 - c. Trained school personnel must date and initial dosage log.
 - d. Prescription medication must be sent to school in a pharmacy-labeled container with the student’s name, the name of prescriber, the name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by the parent or guardian.
- 4) Administering / Dispensing Nonprescription Medications
 - a. Parent/Guardian consent form must be completed prior to dispensing any non-prescription medication at school (see attached form).
 - b. All non-prescription and over-the-counter medication must be sent to school in the original manufacturer’s packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian.
 - c. Nonprescription drug products may only be administered in higher than the recommended therapeutic dosage by written approval of the medical provider and parent or guardian.
 - d. Administered dosage must be documented in the health room at the time of administration.
 - e. Trained school personnel must date and initial dosage log.
- 5) All medications must be dropped off at the school health room immediately after your child arrives at school. Make sure medications are clearly labeled with your child’s first and last name.
- 6) Consent forms must specify all necessary information: child’s full name, medication name, dose, route (i.e. “oral”), time to be administered, date to start and stop medication. Additional forms are available on the school district website or at the school office.
- 7) It is the parent/guardian responsibility to make sure a child has an adequate supply of medicine. A one month supply is recommended, if possible. Expired medication will not be dispensed.
- 8) Prescription and nonprescription, over-the-counter medication will not be dispensed by supervisors, advisors or coaches during after school activities. All students who have health issues, including diabetes, asthma, or allergies, and participate in after school activities, will have a health plan which will be provided to the coach, advisor or supervisor for after school participation. Additional training will be provided to assure the highest levels of health and safety for the student.