

Physician Prescribed Medications – Basic Requirements

No medication shall be given to a student by an employee or agent of the School Board unless the following are delivered to the individual(s) responsible for administering the medication:

- A. Written instructions from the prescribing physician for the administration of the prescribed medication. Said written instructions must be signed by the prescribing physician.
- B. A written statement from the prescribing physician which:
 1. Identifies the specific conditions and circumstances under which contact should be made with the physician concerning the condition or reactions of the student to the prescribed medication.
 2. Indicates a willingness on the part of the physician to accept direct communication(s) from the person(s) administering the medication.
- C. A written statement from the parent or guardian of the affected child:
 1. Authorizing school personnel to give the medication in the prescribed dosage; and
 2. Authorizing school personnel to contact the physician directly.

Physician Prescribed Medications – Procedures

- A. Consent Forms Required - No medications will be administered by personnel or agents of the school unless and until the prescription medication permission and instruction form is completed to the satisfaction of the school nurse and returned to the building principal with copies to the school nurse.
- B. Medication Information Required – Medication to be administered at school must have the following information printed on the container in a language understandable to the layperson:
 - Child's full name
 - Name of drug and dosage
 - Time and quantity to be given
 - Physician's name

- C. Employees Designated to Give Medication – Medications will be administered by the building principal or by individuals designated by the principal or school nurse. Except where an emergency is believed to exist, in no instance shall a medication be dispensed by other than a school employee or agent while the student is at school unless specifically approved in writing by the parent or guardian and physician.
- D. Responsibility – It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.
- E. Storage of Medications – Only limited quantities of any medication are to be kept at school. Said medications are to be kept in a safe place not accessible to students and checked out only by a District employee or agent designated to administer the medication. Exceptions may be made for self-administered medications, including asthma inhalers, following the law.
- F. The length of time for which a medication is to be administered shall be specified in the written instructions from the prescribing physician. Any change in dosage, time to be administered, or discontinuance of administration must be in writing, said changes to be at the request of the physician only.
- G. Updating of Prescriptions and Other Requirements – All consent forms and related materials must be renewed annually and/or at any time a medication is changed.
- H. District Records Required – Accurate and confidential written records shall be established and maintained for each student receiving medication. The principal shall maintain a daily and up-to-date record of students in his/her school requiring medication during school hours. The record shall include the student's name, type of medication, dosage, time to be given, parents or guardian's name, and physician's name, as well as persons designated for administering the medication.

Non-Prescription Medications

Designated personnel will administer non-prescription (over-the-counter) medications only with parental approval as indicated by written consent on a Non-Prescription Medication Permission Form.

All criteria listed above must be adhered to regarding “over-the-counter” medications with the exception of the written authorization from the physician. Instead, the Non-Prescription Medication Permission Form must be completed.

LEGAL REFERENCE: Wisconsin Statutes, Sections 118.29, 118.291, 121.02(1)(g),
Wisconsin Administrative Code PI 8.01(2)(g)

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Williams Bay School District
Williams Bay, Wisconsin