

**CHIPPEWA FALLS BOARD OF EDUCATION POLICY MANUAL
MEDICATION ADMINISTRATION**

POLICY

The Chippewa Falls Area Unified School District shall comply with Wisconsin law in administration of medication to pupils.

No medication shall be administered by school personnel to any student unless these guidelines are followed:

1. Written instructions are required from the prescribing physician for all prescription medication. The instructions must be signed by the physician. In certain situations, the registered nurse may authorize the medication administration through a written, verbal or faxed order.
2. The parent/guardian will provide a signed statement authorizing the administration of medication.
3. Medication must be supplied by the parent/guardian. A prescription medication must be in the properly labeled medication container from the pharmacy designating the student's name, medication name, dosage, route and time of administration.
4. Non-prescription medication does not require physician authorization but does require written instructions and consent from the student's parent/guardian. Non-prescription medication must be in its original container.

Nutritional Supplements/Dietary Supplements or other substances not regulated by the FDA shall not be administered by school personnel.

PROCEDURE

1. The principal shall designate in writing responsible employees to administer medication in each school building. Administration shall provide time to in-service designated employees in medication administration annually.
2. Consent forms must be initiated by parent/guardian and physician before medication can be given.
3. Medication will be delivered by the parent/guardian to the school office in a properly labeled pharmacy container or in the original non-prescription container. A pill count will be done and recorded on the medication form.
4. The parent/guardian is responsible to pick up medication at the end of the school year or when a prescription or non-prescription medication has changed or treatment discontinued. After 5 days all unused medication will be destroyed and disposed of by two school employees and documented on the medication chart.
5. Medication shall be kept in a locked and controlled area. In certain situations, authorized medications may be carried and administered by the student (i.e. inhalers) at the documented request of physicians and/or parent guardian.
6. Daily records shall be kept of each student taking medication. The time of administration and the initials of the person giving the medication shall be recorded. The daily records shall be filed, upon completion, in the child's health file.
7. A periodic review of written instructions for the administration of medication shall be done with the assistance from one or more appropriate health care professionals who may be district employees or are providing services or consultation.

CROSS REF: Parental Permission to Administer Medication (JHCF-R)

LEGAL REF: WI State Statutes 118.29 (2) 118.29 (4) 121.02 (1)(g)

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