

Section 400:

Administering Medication

Code # 453.04AR

A. Conditions for Administering Prescription Drugs

Except as otherwise specifically provided by law, a school bus driver, employee, or volunteer that has successfully completed the Wisconsin Department of Public Instruction approved training and has been authorized in writing by the District Administrator or Principal may administer a prescription drug to a student under the following conditions:

In compliance with the written instructions of the student's health care practitioner and with the written consent of the student's parent(s) or guardian(s),
*Exhibit 453.04 Medication Request Form

The prescription drug is supplied by the student's parent(s) or guardian(s) in the original pharmacy labeled package and the package specifies the name of the student, the name of the prescriber, the name of the prescription drug, the dose, the effective date, and the directions in a legible format.

B. Conditions for Administering Non-prescription Drug Products

A school bus driver, employee, or volunteer that has successfully completed the Wisconsin Department of Public Instruction approved training and has been authorized in writing by the District Administrator or Principal may administer a non-prescription drug product to a student under the following conditions:

In compliance with the written instructions and written consent of the student's parent(s) or guardian(s), *Exhibit 454.04 over-the Counter Medication Consent Form

If the non-prescription drug product is supplied by the student's parent(s)/guardian(s), or school it must be supplied in the original manufacturer's package, the package lists the ingredients and the recommended therapeutic dose in a legible format. School personnel must follow the recommended therapeutic dose listed on the non-prescription product.

School personnel may administer a non-prescription drug product to a student in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student's health care practitioner.

C. Emergency Glucagon Administration

In addition to glucagon administered in accordance with written instructions and outlined above, a school bus driver, employee, or volunteer may administer glucagon to any student who the school bus driver, employee, or volunteer, knows is diabetic and who appears to be experiencing a severe low blood sugar event with altered consciousness if, as soon as practicable, the administering individual reports the event by calling 911 or, in an area in which 911 is not available, the telephone number for an emergency medical service provider.

D. Epinephrine Pen for Emergency Use

The Epinephrine Pen (EpiPen) for Emergency Use Procedures will be implemented by the District's staff to respond to an anaphylactic allergic reaction. The staff will receive training under the direction of the school nurse to assure that the Epinephrine Pen is appropriately administered by trained staff. Stock Epinephrine Pens will be available in the School Nurse Office for anyone exhibiting life-threatening allergic symptoms who may or may not be aware of their allergy. The School Nurse and Medical advisor will review the procedures/standing orders on a yearly basis.

Every allergic reaction has the potential for developing into a life-threatening event known as anaphylaxis and should always be considered a medical emergency. Onset of symptoms can be within minutes following an exposure. Common allergens / triggers include: food, insect stings, medication, exercise, latex and asthma triggers. If untreated, it can lead to collapse and death. Therefore, it is imperative that the symptoms be recognized whether or not the exposure is known and the procedures / standing orders followed. The stock EpiPen will be used to provide a bronchodilator to a person experiencing life-threatening anaphylaxis symptoms.

The approved procedure/standing order is to be used by the District's trained staff to administer the EpiPen to persons who do not have individual orders provided by parents and private physicians. Before administering medications, staff shall attempt to obtain a history from the patient or bystanders and check

for Med-Alert bracelets, etc., to ascertain if patient has any underlying condition that could mimic allergies or anaphylaxis.

E. Training Requirements

No school bus driver, employee, or volunteer may administer a non-prescription drug product or prescription drug, use an epinephrine auto-injector (Epi-pen) under emergency conditions outlined in section 118.29(2)(a)2m of the statutes, or administer glucagon under the emergency conditions outlined above, unless he/she has received training approved by the Wisconsin Department of Public Instruction, in administering non-prescription drug products and prescription drugs. This training requirement does not apply to health professionals.

F. Review of Medical Instructions

The School Nurse shall review the medical instructions periodically throughout each school year.

G. Record Keeping/Storage

Principals in consultation with the School Nurse shall establish procedures to provide for the safe and secure storage of prescription drugs and non-prescription drug products.

Written instructions and consent of parents or guardians and health care practitioners shall be kept on file in a safe and secure location.

Records shall be kept whenever a medication is administered documenting each dose, time, and date. Documentation will be kept in the event any errors occur during the administration of medication.

It shall be the responsibility of the designated school personnel and the District Administrator to ensure that all required information is provided prior to the medication being administered to the student.

H. Parent/Guardian Responsibilities

It shall be the parent/guardian's responsibility to see that all required information

is provided prior to the medication being taken during school hours.

It shall be the parent/guardian's responsibility to provide a student's prescription drug in the original pharmacy labeled package and provide a student's non-prescription drug in the original manufacturer's package.

I. Liability Exemptions

1. A properly trained school bus driver, employee, or volunteer is immune from civil liability for his/her acts or omissions in administering a prescription or non-prescription drug product to a student under state law unless the act constitutes a high degree of negligence.

2. Any Administrator or Principal who authorizes a bus driver, employee, or volunteer to administer a prescription drug or non-prescription drug product to a student under the state law is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the Administrator or building Principal authorizes a person who has not received the required training to administer a prescription drug or non-prescription drug to a student.

J. Long Term Medication Administration

For students on long term medication the following conditions shall apply:

- Parents/guardians assume full responsibility for sustaining the medication supply.
- Designated school personnel may notify parent(s)/guardian(s) if the medication supply is running low.
- Unused medication will be returned to the parent(s)/guardian(s) or destroyed.
- Any changes in prescription must be noted immediately by written medical provider's orders.
- Written consent of the student's parent or guardian.

K. Other Considerations

Designated personnel shall notify parent(s)/guardian(s) if a student refuses to

take medication.

Observation of possible deleterious side effects shall prompt immediate referral to the pupil's medical provider or parent(s)/guardian(s) for evaluation.

Students taking medication without consent, approval, or knowledge of the District are doing so on their own and are in violation of Board policy and may be subject to disciplinary action.

Any student suspected of using any medication improperly shall be referred to the proper person(s) or agencies and may be subject to disciplinary action up to and including possible expulsion from school.

Asthmatic pupils may possess and use a metered dose inhaler or dry powder inhaler if needed before exercise or to alleviate asthmatic symptoms. The pupil must have a medical provider's order and parent/guardian approval on file at school.

Responsible students (Grades 9-12), as determined by the parent, School Nurse, and/or Administration, may possess and self-administer certain non-prescription medications without practitioner approval.

A written statement identifying the medication and granting permission for self administration must be signed by the parent/guardian, school nurse, and/or an administrator. This statement must be carried by the student and a copy maintained in the school's medication file. Factors to be considered will be

- Type of medication
- Reason for medication
- Age of student
- Responsibility of student

Legal Reference: Sections 118.29, 118.291 Wisconsin Statute

Prior Approval: June 26, 2012
Attorney Review: January 2016.
Approved: February 24, 2016

EPIPEN PROCEDURES/STANDING ORDERS

For SEVERE Allergic Reactions: (Anaphylaxis) Patient may exhibit some or all of the following symptoms:

Nose/Eyes	Itching, sneezing, congestion, runny nose, red eyes, tearing
Mouth	Itching, tingling, or swelling of lips, tongue, and mouth
Skin	Hives, itchy rash, swelling of the face or extremities
Gut	Nausea, abdominal cramps, vomiting, diarrhea
Throat	Tightening of throat, hoarseness, hacking cough, difficulty swallowing, difficulty speaking, itchiness in ear canals
Lung	Shortness of breath, repetitive coughing, wheezing, chest tightness
Heart	Thready pulse, low blood pressure, fainting, paleness, blueness

Administer EpiPen Immediately.

- A) If 30-60 pounds give EpiPen Jr. 0.15 mg. IM (intramuscular injection)**
- B) If 60 pounds (approximately 8 years old) or above give EpiPen 0.30 mg. IM (Intramuscular injection)**

TO ADMINISTER EpiPen:

1. Remove EpiPen from container
2. Form fist around Auto-injector (Orange tip point down)
3. With other hand, remove Blue Safety Release
4. Hold orange tip near outer thigh (may go right through clothing)
5. Swing and firmly press against outer thigh, keeping it at a 90 degree angle, until hear click

ENLIST OTHERS TO ASSIST

1. Call 911
2. Notify parents
3. Monitor airway, breathing and pulse
4. Provide CPR is necessary
5. Place person in recovery position (on side) or position of comfort
6. If stung by insect and stinger is present in the skin, remove it gently by scraping it out.
7. Document

MAY REPEAT EpiPen IN 20 MINUTES IF NEEDED

A second, delayed reaction may occur. Always call 911 and follow-up in emergency room or as directed by physician.

Storage: EpiPens should be maintained at room temperature (59-86 degrees) and out of sunlight. It should be stored in a safe area but not in a locked cabinet.

Physician Signature: _____ Authorization date: _____

Waushara County Health Officer: _____ Date: _____