

SECTION 540 – MEDICATION AND FIRST AID**SECTION 540A - MEDICATION****MEDICATION ADMINISTRATION TO STUDENTS**

Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis. Medication procedures are to be administered at home whenever possible.

The Portage Community School District shall administer medication in accordance with Wisconsin State Statutes 118.29, 118.291, and Wisconsin Administrative Code PI 8.01(2) (g). The School District may administer any prescription medication to a student in compliance with the written instruction of a practitioner* and written consent from the student's parent or guardian as defined by Wisconsin Statute Ch. 118.29. Administration of nonprescription medication requires the written instruction and consent of the student's parent or guardian. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner* and written consent from the student's parent or guardian. All medication must be supplied by the parent.

Students with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of the student's physician and parent or guardian. Students with anaphylactic allergies may possess and self-administer an auto injectable epinephrine pen with the written approval of the student's physician and parent or guardian. Students may self-administer sun screen with written consent of the student's parent or guardian. Students with diabetes may possess glucagon with the written consent of the student's physician and parent or guardian. Students at the Portage High School may self carry and self administer any non controlled substance if written permission from the parent/guardian and a health care provider is provided to the school principal or designee. These medications shall be maintained in the original containers while in a student's possession and not shared with others.

Medication administration may be delegated by the school nurse to any school employee or volunteer with proper training, supervision, and evaluation as defined in Wisconsin Administrative Code N. 6.01 and Department of Public Instruction training guidance. Determining such individuals will be the joint responsibility of the building administrator and the school nurse. The school employee or volunteer who is authorized to administer medication is immune from civil liability for his or her acts or omissions in administering medication to a student unless the act or omission constitutes a high degree of negligence. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act; therefore, they are not necessarily immune from civil liability for the aforementioned acts or omissions. The Portage Community School District administrator or principal who authorizes an employee to administer a drug or prescription drug to a student will be immune from civil liability for the action authorized, unless a court determines that the action constitutes a high degree of negligence.

No school employee, except a health care professional, may be required to administer medication to a student by any means other than oral ingestion. Student needs may require medications be administered by routes other than orally and will be accommodated for.

Procedures for obtaining and filing written instructions and consents for medication administration, and the protocols for storage, administration, and documentation are delineated in this policy's procedure below.

In the instance that Glucagon is administered to an individual for severe low blood sugar reaction, 911 or the emergency medical services will be called to transport the individual to a hospital for further care and treatment.

In the instance that rectal diazepam (Diastat Accudial) is administered to an individual for seizure treatment, 911 or the emergency medical services will be called to transport the individual to a hospital for further care and treatment unless other specific directions are written into the student's care plan by the school nurse.

In the instance that epinephrine (EpiPen or EpiPen Junior) is administered to an individual for anaphylaxis treatment, 911 or the emergency medical services will be called to transport the individual to a hospital for further care and treatment.

Individuals in any of these situations need further care not available within a school. Parents or emergency contacts will be notified, as is appropriate and timely, to inform him or her of the situation.

* A practitioner is defined as a Wisconsin licensed health care provider as one of the following: physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber, or podiatrist.

References: Wisconsin State Statutes 118.29, 118.291 and 121.02(1) (g)
Wisconsin Administrative Code N. 6.03(3)
Wisconsin Act 160
Wisconsin Department of Public Instruction, School Nursing and Health Services Program

MEDICATION ADMINISTRATION TO STUDENTS

Procedures

I. Training of Designee

The health care professional, in collaboration with a school administrator, has the authority to delegate medication administration to a school employee in compliance with Wisconsin State Statute 441.06(4) and Wisconsin Administrative Code N 6.03(3) if the following are met:

- a) The task must be commensurate with the education, preparation, and demonstrated abilities of the person delegated to.
- b) The school nurse provides direction (training) and assistance to the person delegated to. This training shall occur each school year.
- c) The person delegated to administer medications is periodically observed, monitored, and documented by the school nurse.
- d) The person delegated to completes the online DPI training course(s) for the medication(s) to be administered and submits certificate(s) of completion or session test(s) to the RN. This training shall occur once every 4 years.

e) School personnel will be informed on a need to know basis when a student is taking medication for serious or chronic health conditions, so that they can observe for side effects to the medications.

II. Consent to Administer

A. Prescription Medications

A written, signed statement from the parent/guardian and a written, signed instruction from a practitioner* must be on file at the school authorizing school personnel to administer any medication (see attached medication request/consent form). The statement must include:

- Student name, date of birth
- Medication name, dose, route, frequency/time/conditions, duration/length of order
- Reason for medication
- Precautions, possible untoward reactions, and/or interventions
- Name of practitioner*
- Parent/guardian signature, practitioner* signature, date

Requests must be renewed each school year or more often if changes in dosage occur. All changes will be noted on the medication administration record, dated and initialed by the designee.

Prescription medications must be supplied in a legible pharmacy-labeled container indicating the correct dosage and administration instructions.

The school nurse shall be informed by school personnel of all students receiving medication and any changes in dosage. The nurse will review the medication record periodically and use professional judgment in contacting the practitioner, school personnel, or parents to resolve inconsistencies in administration directions.

* A practitioner is defined as a Wisconsin licensed health care provider as one of the following: physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber, or podiatrist.

Parents/guardians may come to school to administer prescription medication.

B. Non-prescription Medications

Non-prescription medication (over-the-counter) which is FDA approved can be administered. A written, signed statement from the parent/guardian must be on file at school authorizing school personnel to administer (Medication Request/Consent form). A practitioner's* signature will be required for a dosage that does not match the package's labeled weight- or age-appropriate dose. The statement must include:

- Student name, date of birth
- Medication name, dose, route, frequency/time/conditions, duration
- Reason for medication
- Precautions, possible untoward reactions, and/or interventions
- Name of practitioner*
- Parent/guardian signature, date

Requests must be renewed each school year or more often if changes in dosage occur. All changes will be noted on the medication administration record, dated and initialed by the designee.

Non-prescription medications must be supplied in the original manufacturer's packaging with ingredients and recommended therapeutic dose for age and or weight listed.

Non-prescription medications must be supplied by parent in the original container with the student's name affixed.

Any non-prescription medication intended for long-term use on a daily basis must be accompanied by a practitioner's* signature.

Parents/guardians may come to school to administer non-prescription medication.

C. Food Supplements, Natural Products

- For the safety and protection of students, food supplements and natural products will not be given in the school setting unless approved by the FDA or prescribed by a practitioner*. A written, signed statement from the parent/guardian must be on file at school authorizing school personnel to administer (Medication Request/Consent form).

The statement must include:

- Student name, date of birth
- Medication name, dose, route, frequency/time/conditions, duration
- Reason for medication
- Precautions, possible untoward reactions, and/or interventions
- Name of physician or healthcare practitioner
- Parent/guardian signature, date
- Practitioner* signature and date if non-FDA approved

Food supplements and natural products must be supplied in the original manufacturer's packaging with ingredients and recommended therapeutic dose for age and or weight listed.

Food supplements and natural products must be supplied by parent in the original container with the student's name affixed.

Any food supplements and natural products intended for long-term use on a daily basis must be accompanied by a practitioner's* signature.

Parents/guardians may come to school to administer natural products.

Any medication (prescription, over-the-counter or food supplements and natural products) provided to the school shall not be expired. It is the parent or guardian's responsibility to make every effort to provide medication that will be current throughout the full school year.

III. Self-Administered Medication

- A. Students with asthma may possess and self-administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the written approval of the student's practitioner* and the written approval of the student's parent or guardian

(see attached Medication Request/Consent form). A copy of this approval will be present in the student's school and maintained in the health record. The written approval must be renewed each school year.

B. Students with severe allergies may possess and self-administer autoinjectable epinephrine for the purpose of preventing or alleviating the onset of a severe allergic reaction. The student must have the written approval of the student's practitioner* and the written approval of the student's parent or guardian (see attached Medication Request/Consent form). A copy of this approval will be present in the student's school and maintained in the health record. The written approval must be renewed each school year. Activate Emergency Medical Services if Epinephrine is given.

C. Students at the Portage High School may possess and self-administer non controlled substances, prescription or over-the-counter for preventing or alleviating symptoms. These medications will be in the original labeled packaged. The student must have the written approval of the student's practitioner* and the written approval of the student's parent or guardian (see attached Medication Request/Consent form). A copy of this approval will be present in the student's school and maintained in the health record. The written approval must be renewed each school year.

IV. Medication Storage

Medication will be stored in a secure location. Medication which needs to be accessible to the student will be stored in an appropriate location per student need (i.e., emergency medications). Medication will be stored to maintain quality (i.e., refrigeration, temperature controlled area).

The parent/guardian shall pick up unused portions of medication within seven days after the completion of the school year or when medications have been discontinued. After written and or verbal notification, medications will be disposed of according to Wisconsin Statutes.

V. Documentation

An accurate individual student record of administered medication will include:

- Demographic data such as name, birth date, level/grade, school year.
- Medication name, dose, date/time given.
- Signature of person administering.
- Dose changes require an updated practitioner order that is dated and signed.

The Student Medication Record (Medication Request/Consent form) will be maintained in the student health record after discontinuation of the medication for up to 7 years.

VI. Rights and Responsibilities

Designated school personnel have the responsibility to:

- Ensure that the medication is given within 30 minutes before or after the time specified by parent and practitioner*.
- Maintain the medication administered at school in a secure place which also maintains medication quality (i.e., refrigeration for liquid antibiotics or temperature control for Epi pens).
- Report to the school nurse any dose changes, inconsistencies, or medication side effects.
- Keep a copy of the Medication Policy in an accessible spot for immediate reference.
- Document all medication administered or reason medication may not be administered (absent, refusal).
- Report errors and or missed medications to the school nurse immediately including completion of an Incident Report Form.

Designated school personnel have the right to refuse to administer medication to students when the medication administration procedures as described in Section II above have not been completed.

The professional school nurse has the responsibility to:

- Review medications and any changes in medications administered at school.
- Use professional judgment in carrying out the policy.
- Provide information on medication side effects.
- Provide training, supervision, and evaluation of the administration of medication in the school.
- Maintain records of staff completion of medication administration.
- Assure proper training, both knowledge and skills based along with ongoing supervision of delegated tasks.

VII. Distribution of Policy and Liability Waiver

- All school employees or volunteers who are authorized to administer drugs to a student shall receive a copy of this policy and shall be advised that, pursuant to the provision in Wisconsin State Statute 118.29, they are immune from civil liability for any acts or omissions in administering a drug or prescription drug to a student in accordance with this policy unless the act or omission is found by a court to constitute a high degree of negligence.
- The School District administrator or any school principal who authorizes an employee or volunteer to administer a drug or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence.

Refer to procedures for administering medication and accompanying forms

- Medication Request/Consent Form
- Incident Report Form (medication errors)
- Procedure for Administering Medications

Legal References:

Wisconsin State Statutes 118.29, 118.291 and 121.02(1)(g)

Wisconsin Administrative Code N. 6.03(3)

Wisconsin Act 160

Wisconsin Department of Public Instruction, School Nursing and Health Services Program

SECTION 540 B FIRST AID

Part I - PROCEDURE IN ILLNESS OR INJURY

1. When a minor illness occurs, the child should be referred to the principal's office where a decision will be made on a case-by-case basis. Some options include:
 - a. Have the child rest quietly in the health room.
 - b. Contact the parent/guardian and have the parent/guardian come to school to get the child.
2. If there is any question as to the severity of the illness or accident, the building principal or designee shall make the final determination of the action to be taken.
3. In a serious illness or injury:
 - a. Contact parent by phone and advise parent of child's illness or injury.
 - b. Request parent to arrange for physicians care promptly, or arrange for necessary transportation to physicians office or hospital emergency room.
 - c. If the parent/guardian cannot be contacted and the illness or injury is believed to be serious enough to require medical attention the person in charge should arrange for the child to be taken to the hospital or doctor's office.
4. In life threatening situations the ambulance should be called immediately and then the parents.
5. An emergency form for illness or injury will be on file for each student and school employee and shall be updated annually or as needed.
6. The principal's office shall be notified as soon as possible in the case of injury on school property or while engaged in school activities.
7. No student will be sent home unless an adult contact has been made.

PART II 540B - SPECIFIC AID POLICY FOR SCHOOLS

ABDOMINAL PAIN

1. Give nothing by mouth
2. Check temperature
3. Call parents

1. Wash with soap and water
 2. Cover with sterile dressing
 3. See physician
 4. Catch and confine animal if possible
- Follow Policy for Wild or Domestic Animal Bites from Crisis Plan

ANIMAL BITES

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BEE STINGS

1. Apply Ice
2. Monitor for symptoms of allergic reaction; Give medication as requested/prescribed, if provided to school
3. Notify parents
4. See physician if symptoms

BLISTERS

1. Do not open blister
2. Cover with sterile dressing
3. See physician if there are any signs of infection present

BOILS

1. Do not touch
2. Apply sterile dressing loosely
3. See physician

BURNS - 1ST OR 2ND

1. Submerge in cold water or apply cold compresses
2. Cover with sterile dressing
3. If occurred at school, notify parents

BURNS - 3RD

1. Treat for shock, if necessary
2. Apply moist sterile dressing
3. Do not remove clothing from burn area
4. Do not apply any ointment
5. Call 911 and seek medical help immediately

BURNS - CHEMICAL

1. Wash immediately with large amount of cool water
2. Cover with sterile dressing
3. Call 911 and seek medical help immediately

PUNCTURE WOUND

1. Wash with soap and water
2. Apply sterile dressing
3. Contact parents

SPRAINS

1. Apply Ice
2. Elevate injured part
3. See physician

CONVULSIONS AND SEIZURES

1. Turn head to side - lay pupil flat on floor
2. Do not restrain movement or put anything in person's mouth
3. Prevent from injuring self during convulsion
4. Do not move until consciousness is regained
5. Time the seizure/convulsion and note body movements. Provide to EMS or family upon arrival.
6. Contact EMS, if injury or first time seizure.
7. Contact family

CUTS AND ABRASIONS - MINOR

1. Wash with soap and water
2. Apply sterile dressing & ice pack if necessary
3. If facial laceration, parents may want child to see physician

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CUTS AND ABRASIONS - MAJOR

1. Deep lacerations need medical attention
2. The exposed area or injured area should be covered with moist sterile dressing
3. Any severed portion must be wrapped in moist sterile dressing and sent with patient to physician via ambulance
4. Notify parents

EYE INJURY

1. Chemical - irrigate with large amount of cool water, refer to physician
2. Hot metal - apply sterile pad, refer to physician
3. Foreign body - do not attempt removal - call parent
4. Use eye cup as necessary to avoid pressure of foreign material into eyeball or lids.
5. Notify parent

FAINTING

1. Treat as in shock
2. Notify parent

FROST BITE

1. May apply tepid water - keep in warm water
2. **DO NOT** apply snow, heat or cold compresses
3. Call parents

FRACTURES AND FALLS

1. Do not move injured part
2. Keep warm and quiet
3. Cover broken skin with dry, sterile dressing
4. Call for ambulance if bone sticking out through skin or severely deformed or shock
5. Immobilize area, if possible
6. See physician

HEAD INJURIES

1. Apply ice
2. Monitor for symptoms-slurred speech, unequal pupils, change in level of consciousness, vomiting, severe head ache, confusion: if symptoms, avoid further activity for remainder of day or until cleared by physician
3. Notify parents and/or physician

NOSE BLEEDS

1. Keep in sitting position
2. Apply ice or cold cloth to bridge of nose
3. Pinch nostrils together below bridge of nose

SLIVERS

1. Do not remove unless protruding above skin
2. Do not probe wound
3. Wash with soap and water
4. Apply sterile dressing

UNCONSCIOUSNESS SHOCK OR SEVERE HEAD INJURY

1. Loosen tight clothing
2. Cover with blanket - keep warm and comfortable

3. Nothing by mouth
4. Keep in lying position
5. Seek medical help

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