

MENOMINEE INDIAN SCHOOL DISTRICT

453.4

ADMINISTERING MEDICATION TO STUDENTS

Prescribed Medications

The licensed professional nursing staff or their official designee(s) may dispense medication(s) to those students for whom it is prescribed. Parent(s)/guardian and physician shall complete written medication consent and instructions for such medication administration. The professional nursing staff maintains a master list of all students receiving prescribed medication. Prescribed medications will be stored in a locked place not accessible to other students, unless a student is authorized to carry his/her own medication.

Over The Counter Medications

Nursing personnel may dispense over-the-counter (OTC) medication as needed based on a thorough assessment of the student. Over-the-counter medication can only be dispensed with written or verbal consent from the parent(s)/guardian(s) and/or blood relative(s). Written consent shall be valid for the length of the current school year for all schools.

Over-the-counter medication includes but is not limited to: acetaminophen, ibuprofen, hydrocortisone, antacids, Sudafed, Pepto Bismol, cough syrup, antibiotic cream and Calamine lotion. Over the counter medications shall be provided by the parent/guardian at their expense.

Over-the-counter medication shall be dispensed only in the recommended dosages according to the age and/or weight of the students.

Documentation of the administration of over-the-counter medication shall be completed for each student. Records shall be kept as follows according to each individual school: Keshena Primary School - eight years, Menominee Indian Middle School - four years, and at Menominee Indian High School - five years. The time span indicated shall allow the records to be kept at that particular school for one year after student(s) departs from that building.

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In the absence of nursing personnel the designee shall be trained on how and when to administer over-the-counter medication to students as well as how to document such administration.

The medication administration signature form shall be completed by all official designee(s) annually.

LEGAL REF.: Sections 118.29 Wisconsin Statutes
118.291
121.01(1)(g)
PI 8.01(2)(g), Wisconsin Administrative Code

CROSS REF.: 453.4-Rule, Guidelines for Administering
Medication to Students
453.4-Exhibit(1), Prescription Medication
Authorization and Instruction
453.4-Exhibit(2), Over-the-Counter
Medication Permission Slip
453.4-Exhibit(3), Prescription/OTC
Medication Administration
Signature List
453.4-Exhibit(4), Medication Roster
453.4-Exhibit(5), Medication Sheet
453.41, Albuterol MDI Administration
453.42, Epinephrine Storage and
Administration
347, Student Records

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