

Sparta Area School District

Article 515 - Policy for Dispensing Medicine to Students

Employees of the Sparta Area School District may dispense medication to pupils only in accordance with the following policy and in accordance with any other conditions of the above named statute.

The building principal will give authorization in writing for an employee to dispense medication to a pupil after having reviewed the request to ascertain that the following conditions have been met. Employees who are likely to be called upon to dispense medication in a routine or emergency situation will be provided training.

Non-prescription medicine:

The parent has sent a written request that the medication be given.

The written request must include exact instructions as to the dosage being recommended.

The medication must be contained in its original packaging.

Prescription medicine:

There must be written instructions from the prescribing doctor/PA as to dosage and/or application. (This may include injections in such cases as bee sting allergy kits.)

The written instructions must include cautions and possible side-effects that need to be noted.

The written instructions must include a statement of where the doctor may be contacted if problems arise.

There must be written permission from the parent to dispense the medication.

The medication must be contained in its original packaging.

A standard form will be supplied from the parent to dispense the medication, used for the convenience of parents and physicians. However, any written communication which includes all of the above listed information shall be acceptable.

All medications both prescription and non-prescription shall be kept inaccessible to pupils. Not more than as outlined in 118.29 of any kind of medication shall be accepted, unless a pupil is receiving prescription medication which the doctor prescribes as a daily on-going dosage. Then, one week's supply may be accepted.

Legal Reference: Wisconsin Statute 118.29, Wisconsin Act 160

Cross Reference: Dispensing Medicine Form