

LAKE MILLS PUBLIC SCHOOL DISTRICT
NOTICE TO PARENTS REGARDING MEDICATION ADMINISTRATION AT SCHOOL

1. If possible, please arrange for your student to take medications outside of school hours. Physicians often prescribe medications in 3x/day dosing and can be given before, after school and bedtime.
2. The 1983 Wisconsin Act 334 states that no school employee except a health care professional (this does not include health aides) may be required to administer a drug or prescription drug to a student by any means other than ingestion.
3. **The definition of a medication is: a drug used to diagnose, cure, treat, or prevent disease.**
4. If your student must take medication during school hours, you must provide the following in accordance with the Lake Mills Public School District Medication Policy:

For a Prescription Medication:

- √ Parent and the physician must complete: **Authorization for Administration of Prescription and Non-Prescription Medication** (*see Exhibit 2*) form and turn it in to the school office. If you did not have this form with you when the physician ordered the medication, you must provide some form of written orders from the physician including: name of medication, amount to be given, reason for taking medication, time of day to be administered, side effects of medication and physician signature approving administering medication in school.
- √ **Students in PreK-5 may not carry or self-administer medications at school with the following exceptions: asthma meds via inhaler, glucagon and EpiPen.**
- √ **Students in grades 6-12 who have proven their responsibility with medication administration, may carry and self-administer medications as long as it not a controlled substance and have the written approval of the parent and physician for doing this (see portion on form regarding self administration).**
- √ Ask your pharmacist for a free, additional pharmacy labeled container to send the medication for school in. Do not send in a large amount of medication at one time. It is your responsibility to make sure the school has a safe delivery and an adequate supply of medication for your student. **(Parent's are required to hand deliver medications to school.)**
- √ There is a special **Emergency Health Care Plan for Severe Allergic Reactions** (*see Exhibit 5*), which must be completed annually by parent and physician for students who require EpiPen in school.
- √ If there is a change in a medication order, you must have a new **Authorization for Administration of Prescription and Non-Prescription Medication** (*see Exhibit 2*) form filled out, a direction in writing from the physician.
- √ When a medication is discontinued, please turn in written authorization for this from the physician. Also, at the end of the school year and/or when a medication is discontinued it is the responsibility of the parent to remove the medication from the school or it will be disposed of by school personnel.

For a Non-Prescription Medication:

- √ Parent must complete and turn in to office an: **Authorization for Prescription and Non-Prescription Medication** (*see Exhibit 2*) form
 - √ All non-prescription or over the counter medication must be provided to the school by the parent, in the original manufacturer's container or package with the student's name on it. Doses may not exceed manufacturer's recommended daily dosing.
 - √ If a parent wishes his/her (9-12 grade) student to carry or self-administer an over the counter medication, written approval by the parent must be submitted (see portion for self administration form).
5. These policies exist to protect your student's health and safety, and your cooperation is greatly appreciated.
 6. **Self Administration:** Reliable 6-12 grade students may carry and self administer their own prescription medications, as long as the medication is not a controlled substance. Written instructions from the prescribing health care practitioner, as well as

authorization by the parent for self- administration, must be provided to the school office and may be indicated on the **Authorization for Administration of Prescription and Non-Prescription Medication** (*see Exhibit 2*) form.

7. Designated school personnel must store and administer all medication to student in grades K-5 with the exception of certain emergency medications, such as asthma medications delivered by inhaler, glucagon, epinephrine via EpiPen. The prescribing health care practitioner, and the parent must provide written instructions and authorization for the student to carry and self-administer this medication. This authorization may be indicated on the **Authorization for Administration of Prescription and Non-Prescription Medication** (*see Exhibit 2*) form and filed in the office.
8. Students who carry and self-administer prescription medications must have these medications labeled correctly with their name, the name of the drug and directions for its use.
9. School personnel are not required to document medication that the student self-administer.

For medications:

1. Designated school personnel shall administer non-prescription medications to students only when the parent has provided written instructions and consent for administration of these medications to be administered by filing an: **Authorization for Non-Prescription Medication and Administration of Prescription** (*see Exhibit 2*) form in the school office. If this form is not used, the following information must be provided.
 - √ Student name
 - √ Name of medication
 - √ Reason for or action of medication
 - √ Dosage
 - √ Route
 - √ Frequency (time to be given) or condition it is to be given for (i.e. a regularly scheduled medication or “as needed”)
 - √ Duration (how long med is to be given)
 - √ Parent consent, signature and date
2. **NO** medications will be administered at school without this information and signed consent on file.
3. Under no circumstances will the school district supply any over the counter medications to a student. It is the parent’s responsibility to provide all medications to be taken at school.
4. All non-prescription medication must be provided by the parent in the original manufacturer’s labeled container or packaging. Doses may not exceed manufacturer’s recommended daily dosing.
5. **Self Administration:** If a parent wishes a reliable 6-12 grade student to carry and self administer a non-prescription medication in school, written consent for this must be so indicted on the consent form. (See Authorization for Administration of Non-Prescription Medications During School Hours).