

1 **Board Policies**

Blair-Taylor School District

2
3 **Series: 400**
4 **Section: 450**
5 **Policy #: 452.3**

STUDENTS
STUDENT HEALTH AND WELFARE
ADMINISTERING MEDICATION TO STUDENTS

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9 The following procedures shall be adhered to:

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11 1. Parents/guardians of students requiring medication at school shall inform the building principal
12 or school nurse. The building principal shall assume authority for involving a designated person to
13 administer the medication. This does not prohibit the older and reliable student from assuming the
14 responsibility him/herself with the approval of his/her parent/guardian.
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16 2. At the time a request is made the parent/guardian shall be informed that:
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18 a. only limited quantities of any medication be kept at school
19 b. all medication must be in its original container which is properly labeled with the child's
20 name, name of drug and dosage, time to be given, and
21 c. parents are responsible for supplying school personnel with medication.
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23 3. Prior to administration of any prescription medication the "School Medication/Procedure" form
24 must be completed and signed by both the prescribing health care practitioner and
25 parent/guardian and forwarded to the school nurse. Prior to administration of any non-
26 prescription medication, the "School
27 Medication/Procedure" form must be completed and signed by a parent/guardian.
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29 4. When the "School Medication/Procedure" form is completed and on file in the School Nurse
30 Office, an individual Medication Record for the student will be made by the school nurse and
31 given to the district employee who will administer the medication.
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33 5. The Medication Record will be maintained by the individual who dispenses the medication. The
34 record shall be returned to the School Nurse Office at the end of the school year or when the
35 medication is discontinued.
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37 6. A list of all students in the district requiring medication during school hours shall be kept in the
38 School Nurse Office.
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40 7. All medication administered at school will be kept in a locked cubicle, drawer, or other safe
41 place.
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43 8. Under no circumstances should school personnel provide prescription or nonprescription
44 medication to students without meeting all of the above criteria.

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47 **LEGAL REFERENCE: Sections 118.125 Wisconsin Statutes, 118.29, 121.02(1)(g)**
48 **PI 8.01(2)(g) Wisconsin Administrative Code**

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50 **First Reading: 8-17-09**

Adopted: 9-21-09

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54 **Clerk:** _____