

RAYMOND SCHOOL DISTRICT

MEDICATION ADMINISTRATION POLICY

Wisconsin law permits a public school to administer medication prescribed by a physician to a child on behalf of the parent or legal guardian under certain limited circumstances with an appropriate written authorization. If possible, all medications should be given outside of school hours. Three times-a-day medications can be given before school, after school, and at bedtime. If necessary, medication can be given at school under the following conditions:

1. Medications must be in **original, properly labeled containers**. The pharmacy can supply two (2) labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be given.
2. Over-the-counter medications given for greater than ten (10) consecutive days will not be given without a specific written request signed by at least one (1) parent/legal guardian **and** physician. Prescription meds will not be given for greater than two (2) days without a completed and signed medication form (see first page).
3. Most medications will be given by a non-medically licensed staff member designated by the principal and trained by the school nurse.
4. All medications must be kept in the school office in a locked cabinet except for inhalers or epipens which a physician has signed an authorization allowing the student to self-carry. Another inhaler or epipen may be kept in the office. If a student allows another person to handle the self-carry medications, the privilege will be revoked. Students are not allowed to carry any other medications on their person or in their lockers. Cough drops, lip balm, sunscreen and mosquito lotion or wipes (not spray) may be kept in the classroom.
5. Medication containers will be returned to the students when empty. Parents are responsible for refilling and returning medication bottles to the school in a timely manner.
6. Herbal medications, dietary supplements and other nutritional aids not approved as a medication by the Federal Drug Administration (FDA) may not be administered at school without signed physician approval.
7. A current phone number where the parent/legal guardian can be reached during the school day for questions or medication concerns must be provided. If a parent/legal guardian cannot be contacted when concerns arise, medication. If a parent/guardian cannot be contacted when concerns arise, medications might not be given.
8. If a child fails to come to the office to take his/her medication for three (3) consecutive days, parent/guardians will be contacted. Habitual failure to come to the office for medication will result in parent/guardian conference with school nurse and possible loss of medication administration privilege at school. Students responsible for coming to the office to take their medication, as school staff will not track down or remind students.