

## Medication Administration in the School Setting PARENT/GUARDIAN INFORMATION

In compliance with Wisconsin State Law, the Appleton Area School District has adopted a policy for the administration of medications. For school personnel to administer medication safely and efficiently, parent/guardians and/or adult students must comply with district policy.

### **MEDICATIONS AT SCHOOL**

*Medications should be administered at home whenever possible. Parents/guardians are urged to consult with the prescribing practitioner to determine if medications can be scheduled outside school hours. In the event that this is not possible, designated district staff will administer medication according to district policy. Medication forms may be obtained from the school office or from the AASD website:*

[http://www.aasd.k12.wi.us/parents/student\\_health/health\\_medication\\_forms/](http://www.aasd.k12.wi.us/parents/student_health/health_medication_forms/).

**\*\*\*Per AASD medication policy, non FDA-approved medications cannot be administered.**

**All medications administered by AASD staff are only available to students during school hours (7:30am-4:00pm).**

### **PRESCRIPTION MEDICATION**

1. Current **Administration of Medication Consent** form, signed by parents/guardians and the prescribing practitioner must be on file at the school.
2. The prescription medication must be supplied in the **original pharmacy-labeled package** indicating the correct dosage and frequency of administration. This information must be the same as provided on the above noted form. Only the amount of medication needed at school shall be contained in the package.
3. If changes in the dosage take place, an updated **Administration of Medication Consent** form, and an updated **pharmacy-labeled package** will be required.

### **NON-PRESCRIPTION MEDICATION (over-the-counter)**

1. The parent/guardian must complete an **Administration of Medication Consent** form.
2. Medication must be supplied in the original manufacturer's package with the student's name affixed on the package. Other packages, such as a baggie filled with pills, **will not** be accepted.

### **SELF-MEDICATION**

Although it is permitted and sometimes necessary for students to carry and administer their own medications, it is not recommended for elementary age students. If a parent/guardian wishes their child to possess and self-administer medication, please notify the school office to discuss this and to complete the required form.

### **ADDITIONAL INFORMATION**

1. Your pharmacist can provide a second empty labeled container so that you will have containers for home and school. Medication will not be given if in an unmarked container (i.e., baggie, envelope).
2. All controlled substances must be delivered to the school by a parent/guardian or other adult. Parents/guardians are encouraged to deliver the package of medication to the school office to prevent tampering by the child and other students.
3. For controlled substances school office personnel will verify the amount of the medication delivered by counting individual units of medication in the presence of either the adult who delivers it or another school personnel.
4. Unused portions of medication after the completion of the school year or when discontinued will be disposed of after 7 days if not picked up by the parent/guardian.