

SCHOOL DISTRICT OF MONTELLO

Guidelines for Receiving Medication at School

In accordance with Wisconsin Law, the administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours or the child requires medication to benefit from his/her educational program. Medications should be administered at home rather than at school whenever possible. When students must take medication during the school day, the district will follow these procedures for the safety of all children.

PARENT RESPONSIBILITY

1. Any medication to be used by the student during school hours or after-school activities must be provided by the student's parent/guardian and a "Medication Consent Form" must be on file in the health office.
2. The "Medication Administration Consent Form" is available by stopping in the health office or can be found online at <https://www.montelloschools.org/>, under the "Health Services" Department. A separate "Medication Administration Consent Form" is required to be filled out for each medication your child has at school.
3. **Any medication given, requires a written consent from a parent/guardian. Prescription medications also require an order from a medical provider. The parent/guardian is required to provide the medication to the school.**
4. All medications must be provided in an original bottle with a valid expiration date. Over-the-counter medications will be dosed by age guidelines found on the medication bottle, unless otherwise directed by a medical provider. A prescription medication may only be administered based on the bottle instructions and medication consent form.
5. **Medications that are ordered to be taken three times a day are to be given at home unless a health care provider specifically states that it is to be given at school.**
6. It is very important to note that students who take daily medication at school do so much better if they have it available every day. If they do not have the proper refill of medications brought to the school, the student may have struggles in the classroom. Please try to have refills of medication brought in a day or two before the student runs out at school, if possible.
7. If your child takes a morning medication at school and will be coming late to school, it is the parent/guardian's responsibility to notify the school/health office what time they will arrive and if they still would like them to get their medication at school.
8. If there is a change with the student's medications at home or at school, please notify the health office.
9. All medication (prescription and non-prescription) are required to be dropped off and picked up by the parent/guardian. It is against school policy for students to have any medication in their possession (unless they are authorized to self-carry for emergency purposes).
10. Please reinforce to your child the importance of consistently self-carrying their EpiPen or Inhaler at all times (as applicable). These are considered emergency medications and carrying them should be taken seriously. Teachers will not be responsible for reminding your child to carry it on a daily basis. If your child can not consistently remember to carry their emergency medication, it should be kept in the school health office.
11. Vitamins, herbs, or homeopathic remedies will not be administered by school personnel unless we have a signed "Medication Administration Consent Form" from a physician/healthcare provider.

Inhalers

Inhalers may be stored in the health office *or* carried and self-administered by the student (with parent/guardian and medical provider's permission). A "Medication Administration Consent Form" needs to be filled out yearly with both a parent/guardian signature and the signature of a medical provider. **This is required by state law.** In order for a student to have access to an inhaler at all times, it is recommended that a second inhaler be kept in the health office as a back-up. The inhaler itself must be labeled with the student's name. The student's ability to manage his or her own inhaler responsibly may be evaluated, and if necessary, the parent may be asked to reconsider the appropriateness of the student administering his/her own medication without supervision.

EpiPens

EpiPens may be stored in the health office *or* carried and self-administered by the student (with parent/guardian and medical provider's permission). A "Medication Administration Consent Form" needs to be filled out yearly with both a parent/guardian signature and the signature of a medical provider. **This is required by state law.** The EpiPen itself must be labeled with the student's name. The student's ability to manage his or her own EpiPen responsibly may be evaluated, and if necessary, the parent may be asked to reconsider the appropriateness of the student administering his/her own medication without supervision.

Stock Over-the Counter (OTCs) Medication Program

Consent for stock over-the-counter medication must be signed by the parent/guardian electronically during registration. If permission was not given during registration and your child is requesting an over-the-counter medication, a "Medication Administration Consent Form" will be sent home to get filled out and returned. That will be valid for the remainder of the school year. If you think your child may exceed 5 doses of any one OTC medication per semester, please send in a bottle of medication just for them. For more information regarding OTC medications available at school please visit the "Health Services" page on the district website and read the document "Information Regarding Stock Over-the-Counter Medications".

STUDENT RESPONSIBILITY

1. Report for scheduled medication at the appropriate time on a consistent basis.
2. If permitted to self-carry an EpiPen or inhaler, do so on a consistent basis.
3. If the student has asthma and self-carries, tell an adult when an inhaler is used for symptoms.
4. If the student has a known life-threatening allergy, tell an adult if they believe they have been exposed or are having symptoms.

SCHOOL RESPONSIBILITY

1. All medications will be administered by trained personnel, but not always by a nurse.
2. Administer medication as directed by a medical provider and/or the medication bottle label.
3. Make a concerted effort to locate students who have not reported to the office at their scheduled time. If this becomes a pattern, parents and/or teachers will be contacted and asked to help develop a plan to assure the student receives the medication as scheduled.
4. Notify parents/guardians when more medication is needed at school at least 2 days in advance.
5. Maintain a confidential and accurate medication log.
6. Store medications in a secure, locked area.
7. Abide by HIPPA and FERPA and keep health information on a need to know basis. This allows for conversation with administration per district nurse and as necessary with teaching and support staff.