

APPLETON AREA SCHOOL DISTRICT

Medication Administration in the School Setting PARENT 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, parents/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 physician 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.

PRESCRIPTION MEDICATION

1. Current **Administration of Medication Consent Physician's Statement** form and **Administration of Medication Consent Parent/Guardian Statement** form must be on file at the school. These forms may be obtained from the school office or online.
2. The prescription medication must be supplied in the **original pharmacy-labeled bottle** indicating the correct dosage and frequency of administration. This information must be the same as provided on the above noted forms. Only the amount of medication needed at school shall be contained in the bottle.
3. If changes in the dosage take place, an updated parent/guardian consent, a signed physician statement, and an updated pharmacy-labeled bottle will be required.

OVER-THE-COUNTER MEDICATION (Non-Prescription)

1. The parent/guardian must complete an Administration of Medication Consent Parent/Guardian Statement form.
2. Medication must be supplied in the original container with the student's name affixed on the container.

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 wishes their child to possess and self-administer medication, please notify the school nurse and/or school secretary to discuss this and complete the required forms.

HELPFUL HINTS

1. Ask your pharmacist for 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. When you know your child will be taking medication, discuss the hours of administration with the doctor. It may be possible to regulate the dosage so that medication can be given at home and not at school (i.e., antibiotics given 3 times a day).
3. Parents are encouraged to deliver the container of medication to the school office to prevent tampering by the child and other students.
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.

Parent attention to and support of these requirements will be very much appreciated. If you have questions, please contact your school nurse and/or your school secretary.