

Purpose

The purpose of this policy is to provide clear guidance on how to administer needed medication to students enrolled in Milwaukee Public Schools (MPS) in accordance with Wisconsin state law, evidence-based practice, and the well-being of our students.

This policy provides an outline for students, parents, and MPS staff of when, where, how, and under what circumstances MPS students may receive medications at school and during school-sponsored activities as well as how medication administration is to be handled and documented and how medications are to be stored.

Guiding Principles

1. This policy seeks to mitigate the impact of health inequities on MPS students, staff, and families by ensuring safe and supportive environments for individuals with chronic health conditions.
2. Milwaukee Public Schools shall always act in the best interests of our students and their physical and mental well-being.
3. Whenever possible, medications and medical procedures should be administered by parents to the student while the student/child is at home. Medications and medical procedures shall be administered by Milwaukee Public Schools staff only when absolutely necessary.
4. Medication and medical procedures shall be administered using evidence-based practice and by qualified health-care professionals.

Overview

Parents/guardians must work with their child's health-care provider and the MPS Nursing and Health Services office to meet the requirements set out in this policy to ensure the well-being of MPS students during school hours or school-sponsored activities.

Students may receive medication when:

1. Administered by a nurse; or
2. Provided under the supervision of authorized school personnel subject to requirements in section II.B.3.;
3. Self-administered by the student with the direct supervision of authorized school personnel.

I. IDENTIFYING STUDENTS WITH MEDICAL NEEDS

- A. Request for Student Health Information: Parent/guardian must notify the school promptly upon their student's acute or chronic medical diagnosis/diagnoses and any medication requirements. The Student Health Services supervisor or designee must make medication and procedure authorization forms available to schools for this purpose. The forms are valid for 365 days from when the medical order was written and signed unless changed by the student's health-care provider.
- B. Parent/Guardian Role: When a parent/guardian reports that their student has been diagnosed with a medical condition and is requesting medication administration at school and during school-sponsored activities, the school must request and the parent/guardian must provide the following:
 1. Written medical diagnosis and care instructions, emergency action plan, and orders for medication administration during school hours and school-sponsored activities signed by a health-care provider. Requests for the provision of medication during school hours must include all of the following:
 - a. Name of medication, dosage, route of administration;

- b. Frequency and time of administration(s);
 - c. Special circumstances in which medication is to be administered;
 - d. Side effects and/or intended effects that might be observed and reported to a nurse, school personnel, and parents/guardians;
 - e. Name, signature, address, office phone, fax, and emergency numbers of health-care provider;
 - f. Signature of parent;
 - g. Other medication(s) that student may be receiving at home; and
 - h. A regimen of health-care or medication follow-up.
2. Medications or supplies necessary to treat the student's condition in the original container with prescription and dosage information or any replacement medication after use (or expiration) that matches the original medical provider's orders.
 3. A description of the student's past chronic or acute reactions, including triggers and warning signs.
 4. Current parent/guardian emergency contact information.
 5. A prescription or new written orders from the student's medical provider that are required to be submitted by the parent/guardian if there are health changes including but limited to the dosage, route, medication, or administration times.
- C. These medications must be absolutely necessary for the critical health and well-being of the student. Any medications that can be given safely and effectively at any time other than during school day are by definition not absolutely necessary to be given during the school day.
- D. MPS school health personnel shall retain the right to decline to administer medication in accordance with Nursing and Health Services guidelines and in consultation with Nursing and Health Services administration. Any medical order that is declined must be communicated to the parent/guardian as well as the prescriber, along with the medical rationale and offer to accommodate with different medications or regimens.
- E. Noncooperation: Noncooperation is defined as when the parent/guardian of a student with a known or suspected condition is not in agreement with and/or does not assist the school with an evaluation or implementation of student's health plan or refuses (actively or passively) to supply the school with medications and supplies required to manage the student's health condition in school.

II. MEDICATIONS

A. Medication Types

1. Prescribed Medications. Written documentation, including the health-care provider's prescription, must be maintained in the student's health record. All medication authorizations for school administration must:
 - a. Include indication (diagnosis), as defined by a health-care provider, including the rationale for need during school hours or school-sponsored activities;
 - b. Be in the original packaging;
 - c. Be provided in a clearly labeled container and have been dispensed by a state-approved pharmacy.
2. Over-the-Counter Medications: Students requiring over-the-counter medication during school hours or school-sponsored activities must also be authorized in writing by the student's parent/guardian and must be provided in the original packaging and in accordance with Nursing and Health Services guidelines.
3. Self-Carry Medications: Students may carry and self-administer medications during school hours with documented permission from the health-care provider and parent/guardian. Self-carry medications include epinephrine and asthma rescue inhalers.

4. Protocol Medications: Protocol medications are provided by the school district to support student medication needs in the event of an acute illness or emergency. Protocol medications are limited to acetaminophen, ibuprofen, albuterol, and EpiPen® (epinephrine). These medications have a written procedure vetted and signed by the MPS medical advisor.
- B. Nonprescription medication must be brought in with the manufacturer's original label with the ingredients listed and the student's name and date of birth affixed to the container.
 1. Nonemergency: The school must maintain nonemergency student medications in a locked location accessible to the nurse, the principal, and the principal designee. Medications requiring refrigeration must be kept in a refrigerator separate from food products. At all times, the principal and principal designee must have knowledge of and access to all storage units where medication is kept.
 2. Emergency: The school must maintain all emergency medications that are not self-carried in a designated secure but unlocked location that is accessible to all school personnel during school hours and school-sponsored activities. During emergencies or drills, it is the principal's and the principal designee's responsibility to ensure that all emergency medications are accessible to the student.
 3. Delegated Medications. A registered nurse may delegate a non-nurse school staff member to administer medication to a student in accordance with Wis. Admin. Code N 6.03(1,2,3) and their professional expertise. Delegated medications are limited to those that can be given by mouth, topically (applied to the skin or mucous membranes), or transdermally (through the skin as a patch).
 - C. Adhere to Training Requirements Prescribed by the Department of Public Instruction: When administering medication or treatments, school staff will adhere to all DPI training requirements under the guidance of the Student Health Services supervisor.
 - D. Changes in Medication: Any medication changes including but not limited to the dosage, route, medication, or administration times require the parent/guardian to submit a prescription or new written orders from the student's health-care provider.
 - E. Discontinuing Medication: If a medication is to be discontinued, the parent/guardian must submit written notification from the student's health-care provider.
 - F. End-of-School-Year Medication Removal: At the end of the academic school year or the end of the medication course, procedure, and/or treatment regimen, the student's parents/guardians will be responsible for retrieving any unused medication/supplies. If the parent/guardian does not pick up the medication by the end of the last day of the academic school year, the nurse will dispose of the medication(s) in accordance with the nursing program guidelines and provide the parent/guardian with notification after the medication has been disposed of.
 - G. Medication Logs: The nurse or approved designee providing medication(s) to a student or monitoring a self-administration will log each time medication is given or self-administered during school hours or during school-sponsored activities. Medication logs shall be incorporated into the student's health record on an annual basis. The nurse will review student medication administration records per nursing program guidelines.

III. AUTHORIZATION TO CARRY AND SELF-ADMINISTER MEDICATION

- A. Student may carry approved medications and supplies on their person if:
 1. They are over the age of 12;
 2. Are able to demonstrate appropriate administration of medication;
 3. Have a doctor-prescribed medical order for self-carry.
- B. Students may be approved to self-administer only the following medications as outlined in their 504/IEP or emergency health plan:
 1. Rescue asthma inhaler;

2. Epinephrine auto-injectors;
3. Diabetes testing, supplies, insulin, and rescue medication glucagon;
4. Epilepsy VNS.

IV. EMERGENCY RESPONSE

- A. In the case of medical emergencies, 911 will be called immediately. Parents will be contacted and provided with a description of the incident in writing.
- B. School personnel shall remain with the student at all times during a medical emergency. If a student is transported to a hospital, school personnel must accompany the student until the parent/guardian or emergency contact arrives.
- C. The school must complete an incident report within 24 hours in all instances when emergency response measures are activated or other emergency health issues occur.

V. GUIDELINES

- A. To ensure student well-being, all medications and medical treatments will be administered in accordance with Wisconsin law and evidence-based practices.
- B. All medication and medical treatments must be administered in accordance with Nursing and Health Services guidelines and in consultation with the student's health-care provider.
- C. These policies were drafted in consultation with MPS's medical advisor and legal counsel and in accordance with Wis. Stat. 118.29 and administrative code 8.01(2)(g). For additional information on medical policy and procedure, please see the [MPS Nursing Policy and Procedure Manual](#). This policy will be reviewed annually by the Student Health Services supervisor in consultation with the district's medical advisor. The Student Health Services supervisor is authorized to create guidelines for the implementation and enforcement of this policy.