

WCPSS
Health Services: Medications
At-a-Glance Information for Schools

Medication

Field Trips, Summer Programs and School-Sanctioned Activities

Medications (other than those outlined in “General Information” below) must be carried, properly secured and administered by WCPSS school staff only

Medication Administration:

- Standards for safe administration of medication, including delegation procedures, do not change when students are on field trips, summer programs or school-sanctioned activities sponsored by WCPSS
- School nurses should be consulted prior to field trips, summer programs or school-sanctioned activities
- Only WCPSS school staff are allowed to assist students with medication
- Adult chaperones are not allowed to dispense any medications at any time to WCPSS students (other than their own child)
- Medication dispensed by WCPSS staff must be recorded on forms that can be obtained from the school office staff or your school nurse

Parent Request and Physician's Order Form for Medication: Form 1702

- Is needed prior to giving any prescription medication
- Is necessary to keep students safe and covers school staff to give medications legally
- Must be signed by both parent/guardian(s) and physician before medications are given
- A completed Form-1702 and medication(s) may be available in the school office. If neither is available, parent will need to provide both prior to the event

General Information

- Medications (other than those outlined below) must be carried, properly secured and administered by WCPSS school staff only
- Over-the-counter medications may be carried and self-administered by MS and HS students (no Form-1702 is required).
- Daily prescription medications must be administered and recorded by WCPSS school staff only after receiving a completed Form-1702 (exception: Insulin may be carried and administered by student)
- Emergency prescription medications (Inhalers for asthma and/or Epinephrine auto injectors for allergic reactions) may be carried and self-administered by a student only if a completed Form-1702 is on file at school and the student has been certified as “being independent” in self-administration by the school nurse
- Students who require ready-access to emergency medication, such as Inhalers for asthma, Epinephrine auto injectors for allergies or Glucagon for diabetic reactions should never be significantly separated from the medication
- Students who share medication with others are subject to disciplinary action

Contact

- For information, questions and assistance, contact your school nurse