

### Medical Administration During Recreation and Community Education Programs

It is policy of the Whitefish Bay School District, along with the recommendation of the state of Department of Public Instruction that *any and all medications which must be taken at Recreation and Community Education programs are to be administered by a Recreation and Community Education staff member.* The staff member must be over the age of 18 and have the proper training on administering prescription or non-prescription drugs.

The **Prescribed medication** should be brought to the staff member by the parent or other responsible adult. The bottle must be labeled with the following information: 1. Name and phone number of the pharmacy. 2. Student's name. 3. Name of Physician. 4. Name of the drug, frequency and dosage to be given.

**Non-Prescription Drugs** (i.e.: Tylenol, Advil) should be brought to the staff member by the parent or other responsible adult. Non-prescription drugs must be brought in the bottle in which they were purchased. A written statement is required from the parent authorizing the Recreation and Community Education staff to give this medication, and also, giving permission to contact the physician directly if more knowledge is needed to exercise prudent judgment for the safety and protection of the student on medication.

Name of child: \_\_\_\_\_

Prescription number: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Strength of medication: \_\_\_\_\_

Amount of pills received: \_\_\_\_\_

Dosage and Frequency of Administration: \_\_\_\_\_

The Recreation and Community Education Staff member has my permission to administer the above medication as directed. I also give my permission to contact Dr. \_\_\_\_\_ or Pharmacist \_\_\_\_\_ if more knowledge is needed to exercise prudent judgment for the safety and protections of the student on medication.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

- I give permission to give a missed morning dose of medication. A call to the staff from the parent/guardian is needed for dispensing the missing dose.

*Pursuant to the provisions in section 118.29 Stats., persons administering medication are immune from civil liability for any acts or omissions in administering a drug to a pupil in accordance with School Board Policy 453.4 unless the act of omission constitutes a high degree of negligence.*

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