



# MINOCQUA J1 SCHOOL DISTRICT

7450 Titus Drive • Minocqua, WI 54548 • www.mhlt.org

MJ1 Office P: 715-356-5206 F: 715-358-2649



## MJ1 Medication Protocols

Medications should be administered to students at home whenever possible. In the event that this is not possible, please read through the following medication protocols for Minocqua J1 School District and contact the district nurse regarding the medication prior to bringing the medication into the school.

### Medications at School:

- Parents/Guardians must complete and sign the MJ1 Medication Consent form.
- Parents/Guardians must bring medication into the school and give it to the front office or district nurse.
- Parents/Guardians are responsible for maintaining a sufficient quantity of the medication/supplies at the school.
- Medications will not be accepted if they are not in the properly labeled container, unmarked (i.e., baggies, envelope), expired, or do not have a completed signed medication consent form.
- Parents/Guardians are to notify the school when there are changes in health concerns or a change/termination of the medication is necessary. A new medication consent form is required for any changes to medications.
- Parents/Guardians must authorize school personnel to contact the child's medical provider as necessary. They must also grant permission for staff members to be informed of the students' health concerns/medications in order for the student to receive appropriate care.
- Parents/Guardians must agree to release the school district and authorized school personnel, in which the child attends school, from any and all claims arising from the administration of the medication at school.
- No shared medication(s). Each student will need to have their own properly labeled medication(s) and a completed MJ1 Medication Consent Form.
- Parent(s)/Guardian(s) are also responsible for picking up remaining medication at the end of the school year. Any medication remaining at school after the last student day will be properly disposed of.
- MJ1 Medication Consent forms must be renewed/completed each school year.

### Prescription Medications:

- In addition to parent/guardian consent, prescription medications require a medical provider's signature. Please see the MJ1 Medication Consent Form.
  - Medical providers are welcome to fax forms directly to MJ1 at 715-358-2649
- Ask the pharmacy to have the prescription medication put into a second properly labeled container to be brought to the school at the time of refill.
  - Medications will not be accepted if they are not in the properly labeled container, unmarked (i.e., baggies, envelope), expired, or do not have a completed signed medication consent form.
- The first dose of a newly prescribed medication should not be administered at school.



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### Over-the-Counter Medications (non-prescription):

- MJ1 has a small supply of over-the-counter medications for student needs. All OTC medications will be administered per manufacturers recommendations.
- If your child is in need of a specific OTC medication it must be brought in by a parent/guardian in the original packaging, not expired, and labeled with a completed signed medication consent form. Please see the MJ1 Medication Consent Form.
  - A physician signature is only required if the OTC medication administration does not follow manufacturer's recommendations.

### Additional Information:

- A phone call to the student's parent/guardian is typically made prior to the administration of any as needed prescription medication or over-the-counter medication unless previous contact was made or it is being used under an emergency situation.
- **Per the MJ1 student handbook students are not allowed to carry prescription or over-the-counter (OTC) non-prescription medications. The exception would be inhalers, epinephrine such as an EpiPen/AUVI-Q, and diabetic supplies for which we have a signed medical provider's order for the student to self-carry.**

MJ1 Medication Consent Forms may be obtained from the school or on the MJ1 website.

Please call with any questions or changes regarding the health of your child. If you have a change in address and/or phone number, please contact the school office to have this information updated. It is very important to be able to reach you when needed.

**We appreciate and thank you for your cooperation with our medication protocols to help keep our students at Minocqua J1 School District safe.**