

STUDENT PERSONNEL

Series 500

POLICY TITLE ADMINISTRATION OF MEDICATION TO STUDENTS

No. 507.2

The board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication during the school day or during school activities.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by licensed health personnel working under the auspice of the school with collaboration from the parent or guardian, individual's health care provider or education team pursuant to 281.14.2(256). Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent/guardian shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma, airway constricting diseases, respiratory distress, or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physicians, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course conducted by a registered nurse or pharmacist that is provided by the department of education). The medication administration course is completed every five years with an annual procedural skills check completed with a registered nurse or a pharmacist. A record of course completion shall be maintained by the school. Administration of medication may also occur consistent with board policy 804.5 Stock Prescription Medication Supply.

All medication provided to the district for administration, must be kept in the original labeled container in which it was purchased. Prescription medications must include pharmacy label or written order from a legal prescriber. These medications shall be stored in a secured area unless the student has been approved to self-administer the medication. Protocols shall be established by a District nurse for storing medication during school activities away from the school building. The development of emergency protocols for medication-related reaction is required. Medication information shall be confidential information as provided by law.

All medications must be accompanied by a signed and dated request by a parent/guardian for medication administration at school. Any request for medication administration will be reviewed annually. If at any time there exists a reason to need obtain information from the prescribing health care practitioner, the student's guardian/family will be responsible for any costs charged by the practitioner to assist the district in administering the medication.

A written medication record shall be kept on file including:

- 1) Date

- 2) Individual student name
- 3) Prescriber of person authorizing administration
- 4) Medication dosage
- 5) Administration time
- 6) Administration method
- 7) Signature and title of the person administering the medication
- 8) Any unusual circumstances, actions, or omissions

Disposal of unused, discontinued/recalled, or expired or abandoned medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

In accordance with the Nurse Practice Act, district nurses will exercise their professional discretion in determining whether or not to administer any medication. If a District nurse determines to vary or not to administer a medication that has been prescribed by a physician and requested by a parent or guardian, the nurse shall notify the parent or guardian, the prescribing physician, and the building principal and state the reason.

Legal Reference: Disposing on Behalf of Ultimate Users, 79 Fed. Reg. 53520, 53546 (Sept. 9, 2014).
Iowa Code §§124.101(1); 147.107; 152.1; 155A.4(2); 280.16; 280.23.
281 IAC 14.1, .2
655 IAC §6.2(152).

Cross Reference: 506 Student Records
507 Student Health and Well-Being
603.3 Special Education
607.2 Student Health Services

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