

Students

Series 500

Policy Title Administration of Medication to Students

Code No. 507.2-R

A system of safe storage, handling and administration of prescription and over-the-counter (nonprescription) medication is required to ensure protection for the student and the school district. The following procedures have been developed in collaboration with the State Department of Education, a medical consultant, school nurses and administrators to ensure that the medication is administered in the appropriate manner.

1. Legal Prescriber. The medication shall be prescribed by a physician, dentist, podiatrist, advanced registered nurse practitioner, physician's assistant or other health care providers legally authorized to prescribe medication in the state of Iowa.
2. Parent(s)/Guardian(s). Parent(s)/Guardian(s) are informed about the school medication policy in parent(s)/guardian(s) information sources. It is then the parents'/guardians' responsibility to inform the school nurse of a student's medication needs.
3. Personnel Administering Medication. Medication is administered to students by a registered nurse or qualified designated school personnel who have completed a medication course. Unlicensed personnel will complete an online medication administration course entitled, "Iowa School Medication Management." A record of course completion is to be kept on file in the administration office. Recertification of the medication administration course is required every 5 years. School personnel, trainers or school volunteers shall not dispense either prescription or nonprescription medications during the school day or at any school sponsored activity such as an athletic event, field trip or extracurricular activity unless

authorized by the parent/guardian.

4. Medication Administration. Registered nurses or certified school personnel will administer prescription and nonprescription medication under the following conditions:
 - a. Prescriber's Authorization. The legal prescriber's directions must be on the prescription label specifying the student, medication, administration instructions and date.
 - b. Parent(s)/Guardian(s) Written Authorization. A signed and dated statement from the parent(s)/guardian(s) will be kept on file at school authorizing medication administration in accordance with the prescription medication instructions. The authorization includes the student's name, dosage, time medication is to be given, when medication is to begin and when it ends, the medical diagnosis, and the prescriber and parent signatures. (see Exhibit)
 - c. Labeled Medication. Medicine must be in the original container with the original label as dispensed. The parent(s)/guardian(s) provide the labeled medication and supplies and provide the safe delivery of the medication to and from school.

5. Administration of Over-the-Counter Medication at the Secondary Level

In accordance with the Iowa Board of Nursing Declaratory Ruling No. 3, at the Marshalltown Intermediate, Middle and High Schools only, and registered nurses and staff certified to give medications will administer over-the-counter medication from an office supply under the following conditions:

- a. Over-the-Counter Medication. A parental medication permission form must be signed by the parent/guardian stating which medications a student may receive for an illness/injury.
- b. Parent(s)/Guardian(s) Written Authorization. A signed, dated statement from the parent/guardian will be kept on file at school authorizing medication administration in accordance with the medication instructions. The authorization includes individual

instructions and permission to share medication information with appropriate school personnel. For those not having written authorization, verbal permission may be obtained by the registered nurse via telephone, followed by a written authorization to continue administration.

6. Authorization Renewal. Medication administration authorizations will be renewed each school year and updated immediately as changes occur.
7. Records of Administration. Documentation of the medication will be kept every time the medication is administered. Documentation will include date, student name, prescriber/authorizer, medication, dosage, time, method, signature, title and initials of the person administering the medication, and any unusual circumstance, actions, or omissions will be noted.
8. Inhaler Use. Students who are deemed responsible by their parent/guardian and physician may carry and self-administer inhalant medication. Written parent/guardian and physician authorization is required each school year.
9. Medication Storage. Medication must be stored in a secure area unless an alternate provision is documented.
10. Completed Medication Administration. At the completion of medication administration, the parent is advised to pick up unused portions of medication. Medication not claimed or out-of-date at the end of the school year will be destroyed by the school nurse. Controlled substances will be counted and recorded on the medication log when received at school and before being returned to the parent/guardian.
11. Emergency Procedures for Known Allergic Reactions.
 - a. Known Allergic Reactions. It is the parent's/guardian's responsibility to supply Epinephrine injections if prescribed for their child for severe allergic reaction to e.g.:

medication, bee stings, asthma or food. Emergency care plans for specific students are written by the school nurse and shared with appropriate staff and emergency medical personnel.

b. Known seizures: It is the parent/guardian's responsibility to supply emergency medication if prescribed for their child for repetitive or prolonged seizures. Emergency medication including rectal Diastat shall be administered by trained staff as outlined in the student's emergency care plan. Emergency care plans for specific students are written by the school nurse and shared with appropriate staff and emergency medical personnel.

12. Medication Not Taken as Scheduled. If a student does not come to the nurse's office for medication at the designated time, the staff member responsible for administering medication will notify the classroom teacher and request that the student be sent. The parent/guardian will be notified if the medication is not administered.

13. Alternative Medications. Alternative medications such as remedies, enzymes, herbs, vitamins, dietary supplements, homeopathic medicines, or medications from other countries will not be administered to school children without the following:

1. A written order from a health care provider with legal Iowa prescriptive authority (preferably the primary care physician) that includes:

a. The condition for which the product is being used

b. Appropriateness

c. Safety

d. Appropriate dose for a child of a specific age, weight, and body surface area

e. Possible side effects, toxic effects and/or interactions

f. Treatment of overdose

2. A written request from the parent/guardian to follow the health care provider's order.

Legal Note: In accordance with the Iowa Board of Nursing 655 ICA 6.2 and Declaratory Ruling No. 81, the Registered Nurse has the responsibility to refuse to administer any medication when unable to determine the appropriateness; the condition for which the medication is being used; safety; possible side effects, toxic effects, or interactions; appropriate dose based on age, weight, and body surface; and treatment of overdose.

14. Individual Health Plan. An individual health plan will be developed by a licensed registered nurse, with student and parent/guardian input, when administration of medication is required for students whose healthcare needs affect or have the potential to affect safe and optimal school attendance and academic performance.
15. Confidentiality. All medical and medication records are confidential, and shall be available to school personnel only with parent/guardian authorization, in accordance with the Family Education Rights and Privacy Act (FERPA).
16. Self Medication.
 - a. In an emergency, students will be allowed to self-medicate Epi-pen, or in the case of asthma or other airway constricting disease, an inhaler if a written prescription from a legal prescriber is on file and a written statement signed by the student's parent/guardian requesting the student self-administer the medication (Epi-pen, inhaler) is on file. This form is the school district's permission to give medication form.
 - b. In the case of diabetes, students who have demonstrated competency in administering his/her own insulin may self-administer the medication if a written prescription from a legal prescriber is on file and a written statement signed by the student's parent/guardian requesting the student self-administer the medication. This form must be on file in the nurse's office. This form is the school district's permission to give medication form.
17. Medication Policy Enforcement. Superintendent's designee shall have the overall

responsibility for the coordination and enforcement of the district's policy and administration rules for administering medication to students.

Adopted: October 5, 2009

Legal Reference: (Code of Iowa
Iowa Code 281 – 12.3 (9))

Reviewed: March 3, 2014

Amended: March 17, 2014
May 7, 2018

Cross Reference: 506 Student Records
507 Student Health and Well-Being
602.5 Special Education
604.2 Student Health Services