

## 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 an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases 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 physician, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course). A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.

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. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information as provided by law.

All medications must be accompanied by a signed and dated request by a parent 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 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  
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

Date Approved: March 12, 2001  
Last Date Reviewed: January 11, 2021  
Last Date Revised: January 11, 2021