

Administering Medication to Students

A system of safe storage, handling and administration of prescription and over-the-counter (non-prescription) medication is required to ensure protection for the student and the school district. The following procedures have been developed to ensure that the medication is administered in the appropriate manner.

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.

Parent(s)/guardian(s) are informed about the school medication policy in parent(s)/guardian(s) information sources. It is then the parent's/guardian's responsibility to inform the teacher and/or school nurse of a student's medication needs.

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 Nurse's office.

For medications to be administered the following must be met:

Prescription Medication

- Must be in the originally prescribed container with the prescription label specifying the student, medication, administration instructions and date.
- 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 individual instructions, a statement that no side effects have been experienced, and permission to share medication information with appropriate school personnel.

Over-the-Counter Medication

- Must be in the original manufacturer's container.
- Medication must not be expired.
- Only amount and duration instructed on the container for your child will be given. If a higher dose is required, or medication needed for an extended period of time, then a doctor's order is needed.

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, a statement that no side effects have been experienced, 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 within 24 hours to continue administration.

Medication administration authorizations will be renewed each school year and updated immediately as changes occur.

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.

Medication must be stored in a secure area unless an alternate provision is documented. 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.

The parent/guardian must 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.

If a student does not come to the 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.

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:
 - i. The condition for which the product is being used
 - ii. Appropriateness
 - iii. Safety
 - iv. Appropriate dose for a child of a specific age, weight, and body surface area
 - v. Possible side effects, toxic effects, and/or interactions
 - vi. Treatment of overdose
2. A written request from the parent/guardian to follow the health care provider's order.

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).

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.