

Board Policy Document

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## STUDENT PERSONNEL

### *Series 500*

**Policy Title: Student Medication Administration**

**Code Number: 504.12**

#### I. General Guidelines

Some students may need prescription and non-prescription medication to participate in their educational program.

A. Emergency and non-emergency medication shall be administered when the student's legal guardian and prescribing physician annually provides a signed and dated written statement requesting medication administration at school, and the medication is in the original labeled container, either as dispensed or in the manufacturer's container.

#### II. Individuals Who Administer Medication

A. Students who have demonstrated competency in administering their own medication may self-administer their medication with written authorization from their legal guardian and prescribing physician.

B. Other persons administering medication at school may include the licensed registered nurse, parent, physician, and persons who have successfully completed a medication administration course reviewed by the Board of Pharmacy Examiners.

C. 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 kept on file at school. District employees may

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Legal Reference: Code of Iowa Chapter 155.4(2) "c," 280.23  
Education [281]-Chapter 41.23(281); Chapter 12.3(9)  
Pharmacy [657-10.16(204)], IAC

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administer medication if they have completed a medication administration training course conducted by a licensed registered nurse.

III. Required Documentation

A. A written medication administration record shall be on file at the school, including the following:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration route;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

B. Medication shall be stored in a locked cabinet in a secured, appropriate area. Access to keys to the locked cabinet should be limited to the school nurse, principal, and authorized staff. Under no circumstances will students have access to medication storage keys.

Medication shall be stored in a secured, appropriate area unless an alternate provision is documented.

C. Report medication mis-administration immediately to the school nurse, administrator, and parent. Complete and file a Student Accident Report.

D. The school nurse will establish an end of school year date when unused medication will be sent home with the child, and that date will be provided in writing to the parent through letter and/or school newsletter. Parents wishing to arrange other options such as, picking up the medication directly, must contact the school nurse.

IV. Natural/herbal products and nutritional/dietary supplements will not be administered when the nurse is unable to determine the appropriateness; safety, possible side effects; or toxic effect of the substance; the appropriate

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does for a child of a specific age, weight, and body surface area; and treatment of overdose. Not administering a product and/or supplement in school does not prevent parents from administering it at home or coming to school to administer it themselves.

V. Family Privacy Act

Medication information is confidential information

Legal Note: Medical records need to be kept under lock and key and need to be kept separate from all other records.

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