

Board Policy Document

STUDENT PERSONNEL

Series 500

Policy Title: Student Medication Administration

Code Number: AR504.12

There must be a plan for how medications and healthcare tasks will be administered on field trips and during school activities.

1. The School Nurse will confer with the parent when appropriate, and school personnel when making arrangements for medications and healthcare tasks to be administered on field trips. Ideally, a Qualified Designated Personnel should accompany students who need or may need medications and healthcare tasks on field trips, replicating the procedures used in the school building. However, this may not always be possible. The school nurse may decide to provide specific medication administration education with select school personnel who have agreed to accept responsibility for medication administration on the field trip or activity.

Definition of Qualified Designated Personnel: A non-health licensed school employee who has successfully completed a medication administration course and updates according to Iowa laws. The person is competent and works with the registered school nurse and/or licensed health professional responsible for delegating medication administration and healthcare tasks. The qualified designated personnel may not train another unlicensed health person. In the health setting, Qualified Designated Personnel may be referred to as unlicensed assistive personnel (UAP).

2. There may be certain medications and healthcare tasks the school nurse determines are not appropriate to delegate. The school nurse, in collaboration with the educational team, shall determine the qualifications of personnel performing the health service.

First Adoption: September 10, 2002
Revision Adoption: July 20, 2009
Legal Reference: Iowa Code, Section 147.107

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3. The school nurse will send out the School Nurse Field Trip Memo at the start of each school year to all teaching staff.
4. Teachers in charge of a field trip will complete the School Nurse Field Trip Memo and submit it to the school nurse ideally one month before the day of the field trip so that the need for accommodations can be assessed, training of personnel is completed and adherence to the Individual Health Plan can be insured.
5. The students' scheduled medication can usually be administered within 30 minutes on either side of the designated time unless otherwise specified by the medical provider or the pharmacist. This may allow for students' scheduled medication to be given outside of field trip hours, thus avoiding the need to bring the medication on the field trip. Any earlier or later administration time than the 30 minutes will need written parental and physician permission. Attach the written parental and physician permission to students' medication record form on file at school.
6. The school nurse or Qualified Designated Personnel will place the scheduled medication dose into a properly labeled pill envelope for the field trip. Inhalers and emergency medications, i.e., Epi-pen, Glucagon, Glucose gel or tablets, and Diastat will need to be in the original labeled packaging.
7. Copies of students' Authorization/Permission for Medication/Procedure Administration forms and Individual/Emergency Health Care Plans will be sent on the field trip.
8. Upon returning from the field trip, the school nurse or Qualified Designated Personnel or select school personnel will document medications administered on students' medication record on file at school.
9. Some students may be responsible to self-administer and carry on person their inhalers or emergency medications. Those students who are known to carry and self-administer their inhaler or emergency medication will need to be identified before the field trip by the school nurse.