

## Board Policy

Code No. 507.2

### **ADMINISTRATION OF MEDICATION TO STUDENTS**

Some students may need prescription and nonprescription medication to participate in their educational program. Medication shall be administered when the student's parent or guardian (hereafter "parent") 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 with the name of the child, name of the medication, the time of day to be administered, the dosage and the duration.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the licensed health personnel with the student and the student's parent. Students may self-administer their inhalers for asthma. By Iowa law, students with asthma or other airway constricting diseases or students with a 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 provider regardless of competency.

Persons administering medication shall include authorized practitioners, such as, licensed registered nurses and, parent, physicians and persons to whom authorized practitioners have delegated the administration of medications (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. Students may carry medication (other than asthma and other airway constricting disease medications) only with the approval of the parents, doctor, and building principal of the student's attendance center.

A written medication administration record shall be on file including:

- Date
- Student's name
- Prescriber or person authorizing administration
- Medication;
- Medication dosage;
- Administration time;
- Administration method;
- Signature and title of the person administering medication; and
- Any unusual circumstances, actions, or omissions.

Medications shall be stored in a secured area unless an alternate provision is documented.

Emergency protocols for medication-related reactions shall be posted.

Medication information shall be confidential information, and shall be available to school personnel with parental authorization.

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 medication needs to be picked up. If medication is not picked by the date specified, disposal shall be in accordance with the disposal for the specific category of medication.

Parents may request school personnel to supervise and/or administer prescribed medication to students. When this is the case, the medication must be sent to the school office in the original prescription container, with the child's name, date, name of medication, dosage, administration instructions and name of physician. The Parental Authorization and Permission for Administration of Medication consent needs to be filled out and must accompany the medication.

The medicine to be administered is placed in a secure place, either in the nurse's office or with the building secretary. The school nurse administers all medication unless the nurse is not present in the building at the time or student is on a field trip. If this is the case, the medicine is then given by the trained designee/principal.

A medication administration record is maintained in the student information system. Documentation includes student name, medication, dose, date, time, route, name of person administering medication, unusual circumstances, and how they were reported.

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.](#)

[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       |

*Approved: February 6, 1995*

*Reapproved: May 18, 1998  
April 6, 2004  
March 5, 2007*

*Revised: May 7, 2001  
May 16, 2005  
August 6, 2012  
August 15, 2016  
October 28, 2021*