

## Administration of Medication to Students

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 to participate in their educational program.

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. A written statement by the student's parent shall be on file requesting co-administration of medication. By 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 professional regardless of competency.

All medications administered at school must be in accordance with the following rules:

### Prescription Medications

Any new prescription medications or prescription medications being brought in at the beginning of the school year require a signed note from a licensed medical or osteopathic physician or dentist. The note must include the prescriber's name, student's name, name of medication, dosing schedule, and start date and end date (if applicable). This can also be fulfilled by having the prescriber complete and sign the East Marshall Community School Request for Giving Medicine at School card. Parent or Guardian signature will still be required for any medication. Medications must be brought to school in a container provided and labeled by the dispensing pharmacist. Please request an additional labeled container for medications that will be stored at school.

When a medication needs refilled, a labeled sealable envelope containing a note regarding which medication needs refilled will be sent home with the student. Please specify the student's name, the date, the name of the medication and the number of pills or amount of liquid being transported on the envelope label. Seal the envelope and instruct your child to promptly deliver the envelope directly to the nurse when they arrive at school. The nurse will count the pills or measure the liquid to ensure that no medication is unaccounted for. Empty medication bottles will be sent home with the student.

### Over the Counter Medications

Over the counter medications (cough drops, Tylenol, Advil, etc.) must be brought to school in the original container or packaging. The parent must complete and sign the East Marshall Community School Request for Giving Medicine at School, which provides detailed instructions for use including the student's name, name of medication, dosing schedule, start date and end date (if applicable). Loose pills or cough drops not sent in original packaging will not be administered or returned to the student.

### Natural Remedies and Supplements

Natural remedies and supplements will not be administered at school. The Iowa Department of Nursing states that a school nurse is not able to determine the appropriateness; safety; possible side effects, or toxic effects of the substance; the appropriate dose for a child of a specific age, weight, and body surface area; and treatment of overdose.

### Transportation of Medications

We strongly encourage a parent to bring in any new or refilled medications to the school. However, we do understand that this is not always possible. In the event that a parent is unable to bring in the medication, we ask that the school nurse be notified in advance via phone call or email of a medication being transported to school by the student. In the message or email, please include your name, the student's name, the date the medication is to be transported by the student, the name of the medication, and the number of pills or amount of liquid sent with the student. The school nurse will check in and document all medications brought in to the school.

All medications administered and stored at school will be handled in accordance with the following rules:

#### Administration of Medication

Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physicians, 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.

#### Record of Administration

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.

#### Security

All medications are secured in a designated, locked storage unit. Exceptions to this policy are students who require self-administration of asthma medications, or require rapid access to an EpiPen. Medication information shall be confidential information.

#### End of School Year

At the end of the school year, parents will be notified if the student has a medication still at school. It is strongly encouraged that a parent come to the school to pick up the medication. In the event that a parent is unable to come pick up the medication, the parent will be notified and the medication will be sent home with the student in a sealed envelope.

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 need 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.

Cross Reference:     506    Student Records  
                          507    Student Health and Well-Being  
                          603.3 Special Education  
                          607.2 Student Health Services

Approved 12/8/97

Reviewed \_\_\_\_\_

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