

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**PROCEDURE 520.1**

**STUDENT MEDICATION ADMINISTRATION GUIDELINES**

Qualified designated personnel may administer medication with the following conditions:

1. Prescriber's written authorization. The legal prescriber's directions on the prescription or non-prescription label specify the student, medication dosage, administration instructions, and date.
2. Parents' written authorization. A parental signed and dated statement is on file at school authorizing medication administration in accord with the prescription or non-prescription medication instructions. The authorization includes a statement on side effects experienced, possible side effects, individual instructions, permission to contact the prescriber as needed, and permission to share medication information with appropriate school personnel. Medication administration authorizations are renewed annually and updated immediately as changes occur. A school nurse and/or school employee may accept a faxed parent or health provider signature requesting medication administration or any change in medication administration as long as the nurse or employee doesn't have any question about the authenticity of the signature.
3. The parent will safely deliver the medication to and from school, and the parent will be notified when more medication is needed.
4. The labeled medicine is in the original container with the original label as dispensed or the manufacturer's label. The parent provides the labeled medication and supplies.
5. Ongoing communication among the individuals administering medication.
6. Confidentiality of medication information.
7. Maintain a record of administration.
8. Store medication in a secure area or as authorized.
9. Advise the parent or guardian at the completion of medication administration to arrange for safe delivery of all unused medication back to the home. Return all unused medication to the parent or guardian by the method he/she arranges. If medication is still at the school 14 days after the end of the school year due to the parent or guardian not making the necessary arrangements, the medication may be discarded by school staff.

Iowa law requires school districts to allow students with asthma or other airway constricting disease to carry and self-administer their medication as long as the parents and prescribing physician approve. Students do not have to prove competency to the school district. School districts that determine students are abusing their self-administration can either withdraw the self-administration or discipline the student. In order for a student to self-administer asthma or medication for an airway constricting disease:

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Physician (person licensed under chapter 148, 150, or 150A, physician, physician's assistant, advanced registered nurse practitioner, or other person licensed or register to distribute or dispense a prescription drug or device in the course of professional practice in Iowa in accordance with section 147.107, or a person licensed by another state in a health field in which, under Iowa law, licensees in this state may legally prescribe drugs) provides written authorization containing purpose of the medication, prescribed dosage, times or special circumstances under which the medication is to be administered.
- The medication is in the original container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization is renewed annually. If any changes occur in the medication, dosage or time of administration, the parent is to immediately notify school officials and the authorization shall be reviewed as soon as practical.

Policy Adopted: June 7, 2005

Policy Reviewed: May 17, 2010

Policy Reviewed: December 2015

Policy Revised: September 10, 2019

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The school and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication by the student. The parent or guardian of the student shall sign a statement acknowledging that the school and its employees are to incur no liability, except for gross negligence, as a result of self-administration of medication by the student as established by Iowa Code 280.16.

**Non-prescription Medication**

Non-prescription medication administered at school may include a standing authorization with specific guidelines, administration circumstances, when the medication may be given, and other specifications. The same authorization form as used for prescription medication will be used for non-prescription medication with the exception that a prescriber is not necessary.

**Uncommon situations**

The school has a plan for uncommon medication administration situations. These situations result in the student not receiving the specified medication and are a medication administration incident requiring an Incident Report. General actions include:

1. Observe and document the situation.
2. Initiate the school's guidelines (see 6-10 below).
3. Notify the parent as soon as possible and determine if a nurse or other health care provider needs to be contacted.
4. Notify the administrator.
5. Document the situation and file a written incident report.
6. Refusal— Notify the student's parent, document the incident and file an incident report.
7. Vomiting—Report to the parent. Include the student's name, age, medication, dosage, time lapse since medication administration and vomiting, and if the medication was visible or intact in the vomitus. Document the incident and file an incident report.
8. Not administered— Report to the parent. Describe the circumstances. Document the incident, and file an incident report.
9. Not swallowed— When the student has difficulty swallowing medication actions may include the following. Give one medication at a time with adequate fluids. Place the medicine on the back of the tongue. Give with food or crushed only if directed (effectiveness may be lost if crushed). Report to the parent. Describe the circumstances. Document the incident and file an incident report.
10. Spilled or Lost—Report to the parent. Describe the circumstances. Document the incident and file an incident report.
11. Return the medication to the parent (do not dispose of medication at school).

**Field trips**

A plan for administering medication while a student is on a field trip and in school activities is necessary. Ideally, a qualified designated person should accompany children with medications on field trips. However, this may not always be possible. The school nurse may decide to provide specific medication administration education to a select person, who will be responsible for medication on the field trip or at the activity. The nurse or qualified designated personnel prepare and administer the medication. Medication is poured into a small-labeled envelope and sealed. The envelope label includes the student name, teacher and classroom, medication, dosage, time to administer, and an identified space to document medication administration. The person designated to administer the medication keeps the medication in a secure place. On returning to school following the activity, the qualified designated personnel return the signed empty envelope and document administration including the student, date, time, and signature.

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