

## MEDICATION ADMINISTRATION REGULATION

### PARENT RESPONSIBILITY

Waterloo Community School District Policy and the Iowa Administrative Code require that **all** medication, (prescribed or over the counter) administered at school:

- A. be authorized with written permission of the student's parent or guardian.
- B. be brought to school in its original container.

It is the responsibility of the parent or guardian to provide safe delivery of the medication to and from school. Once the medication arrives in the nurse's office it will be counted and documented. Carrying and self-administering health service provider prescribed medication is only allowed for medications that require immediate administration based on condition such as inhalers and insulin. Medication will be given only one day without a signed parental permission form on file with a note or phone call from the parent.

If the parent/guardian does not adhere to this policy, and allows their child to self-administer their medications during school hours, the parent will assume all liability and responsibility for any adverse effects, and the school does not assume responsibility. **Any adverse reactions will be reported immediately to the school nurse.**

### SCHOOL RESPONSIBILITY

It shall be the school's responsibility to store the medication in a secured area and to keep confidential written medication administration records. No medication is to be sent home with students. Parents or other authorized adult may pick up medication at the school.

### NURSE'S RESPONSIBILITY

Medication will be administered by a school nurse or nurse designee who has successfully completed a medication course, or by an authorized practitioner. The course shall be conducted by a registered nurse or licensed pharmacist. Parents may administer medication to their child. A record of those who have taken the course will be maintained by the school district. Over the counter medications will be administered with parents' or guardians' written permission. Herbal medications and products containing aspirin will not be dispensed.

The school nurse shall have the authorization and responsibility to question and not dispense the medication, in the event that he/she feels the dosage or medication may be detrimental to the students. The nurse may call the student's physician for guidance in dosages and possible adverse effects.

Students who have demonstrated competency in administering their own diabetes medications may self-administer their medication. By law, students with asthma and other airway constricting diseases may self-administer their medication. A written statement by the student's parent or guardian and the physician shall be on file requesting self-administration of medication, when competency has been demonstrated. In these circumstances, students may carry their own medications.

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When administration of the medication requires ongoing professional health judgment, an Individual Health Plan shall be developed by an authorized practitioner with the student, when appropriate, and the student's parent/guardian.

A written medication administration record shall be on file including:

1. Date
2. Student's name
3. Prescriber or person authorizing administration
4. Name of medication
5. Medication dosage
6. Administration time
7. Administration route/method
8. Signature and title of person administering medication
9. Any unusual circumstances, actions or admissions

For field trips, the school nurse prepares individual medication to be administered on the field trip. Persons who have successfully completed a medication administration course will dispense the medication at the appropriate times. Medications are transported in locked containers.

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