

# Riceville Community School District

## Medication Administration Protocol

Per IA state law, prescription medications may be administered at Riceville CSD with written authorization from the parent/guardian and with a prescriber's written order for prescription medications and/or a current pharmacy labeled container as dispensed by the pharmacist. All medication should be taken before or after school whenever possible. However, it is understood that certain drugs may be required during the school day. Iowa State Law and Riceville CSD allow medications to be administered at school only when the following guidelines are met.

1. No medication will be administered to a student in school or during school sponsored activities without a parent/guardian written authorization and a prescriber's written order for prescription medications or a current pharmacy labeled container as dispensed by the pharmacy. **The name of the student, medication name, amount of medication to be administered, time to be given, and the name of the physician must be on the container.** Medications must be in the most **current** pharmacy labeled container. A second labeled medication container can be obtained for school use by asking the pharmacist. All medication must be brought in by a parent/guardian. Medication will not be sent home with students. Any medication that has not been picked up by the last day of school will be disposed of properly. **See school board policy 507.2.**
2. Herbal remedies, natural supplements, or essential oils not approved by the Federal Drug Administration will **NOT** be administered by school personnel. **This aligns with nursing standards of practice to ensure student safety, proper dosage, and efficacy, which cannot be verified for substances not evaluated by the FDA.**

3. Over the counter/non prescription medication will be given only with parent/guardian written authorization. Riceville CSD will have school approved over-the-counter medications available to students, distributed by either the school nurse or medication certified staff. Health information must be provided as well as parent/guardian permission for these over the counter medications before **ANY** medication(s) will be administered. **Students may receive up to 5 doses of school approved medications per year,** after which the school nurse will assess the student and contact the parents/guardians to determine if a medical referral is needed and before any more doses will be given. Parents/guardians of students requiring or requesting greater than the 5 doses allowed per year may be asked to provide written permission from a licensed healthcare provider for future administration of these medications as well as will be asked to provide the medication being requested. These medications must be brought in by a parent/guardian and be brought to school in the original medication container from the store with the student's name attached. Parent instructions cannot conflict with label administration instructions.
4. The parent/guardian is responsible for submitting a new prescriber's order form to the school each time there is a change in the dosage or time of administration, change to a different medication or the medication is discontinued. Prescriber's orders may be faxed to the school at 641-985-4001, Attn: School Nurse
5. The parent/guardian will inform the nurse/medication certified staff of the number of tablets/capsules that are brought to the school. The

nurse and a medication certified staff will also count and document the number of tablets/capsules brought to the school.

6. Students who independently carry inhalers or emergency medication, (ex. Epi-pens) throughout the school day need a written prescriber's order on file in the health office as well as an authorization form/consent form. The order must state the reason for the medication, dosage, times for administration to be given, and/or special circumstances under which the medication is to be given; the student must carry the medication at all times. All inhalers must have a current prescription label on the inhaler as well as on the box it comes in. You will need to ask the pharmacy for this.
7. To ensure the safety of all children all medication will be kept in a locked storage cabinet with the exception of Epi-pens, glucagon, and inhalers that are carried independently and emergency medications, Epinephrine, bronchodilator, and opioid antagonists.
8. The first dosage of any new prescription **must be** given at home so the child can be more closely observed for possible side effects and/or adverse reactions.
9. No medication is to be kept by the student in their locker, desk, or on them personally. The Riceville CSD does not assume responsibility for medication not prescribed by a physician/prescriber or medication that is administered by the student himself/herself.
10. Medication required for field trips will be administered by a medication certified staff member or with parental permission.

