

STUDENT PERSONNEL

Injury or Illness at School

- 522.1 Students who become ill or are injured at school will be given available first aid. Whenever possible, parents will be notified by phone and instructions will be requested as to the disposal of the case. When the parent has no telephone or cannot be reached, the ill or injured child may be transported home, to the hospital, or to a doctor's office by a member of the school staff.
- 522.2 In cases of emergency, the pupil shall be transported to a hospital or a doctor's office by ambulance or other convenient type of transportation. If possible, the family physician listed on the office records shall be contacted.
- 522.3 The Board assumes no responsibility for medical treatment of students. It shall be the policy of the District that no medications shall be taken by or administered to students at school except under the following conditions:
- a. Written authorization of the parent or guardian shall be on file in the principal's office. For prescription medications, written authorization from a physician for the District to administer prescription medications shall also be on file in the principal's office. The pharmacy labeled bottle may serve in lieu of the doctor's signature.
 - b. Only nurses or employees who have completed training in medication administration shall administer the medication.
 - c. All medication shall be administered in the office when possible. No medication is to be kept by the students in their desks, lockers, or on their persons.
 - d. Prescribed medications shall be stored in the office area in a secured place in their original containers with a detailed label or authorization form clearly showing the student's name, date prescribed, name of the medication, dosage, times for administration, expiration date, prescribing physician, any special storage or administration procedures and any anticipated reactions. The designated employee may contact the student's physician and/or parents if he/she has any questions regarding the administration of medications.
 - e. Nonprescription medications shall also be stored in the office in a secure place in their original containers and shall be accompanied by a consent form from the parent or guardian giving the student's name, name of the medication and the dosage. Written authorization will serve as permission, but must be confirmed by a written authorization within two school days. The designated employee may contact the student's

physician and/or parents if he/she has any questions regarding the administration of medications.

- f. Acute cases, such as asthma, diabetes, and seizures will be handled individually.
- g. A written record shall be maintained showing all medications administered, the dosage, the name of the person administering the medication, the name of the student, the date and time of the administration and any reactions.

Date of Revision: 9-19-88, 03-17-03

Date of Review: 6-25-90, 11-15-93, 1-20-97, 01-17-00, 03-17-03, 03-19-07

LEGAL REFS.: Chapter 204, Iowa Code; 670 I.A.C. 12.23