

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Student Medication

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools discourage the administration of medication during school hours or during school-related activities, unless it is administered by the parents or it is necessary for the health and well-being of the student.

Medications may be administered by the school nurse or other principal designated school personnel who have successfully completed a medication administration course conducted by the school nurse, a licensed pharmacist, or through the Area Education Agency (AEA). Record of course completion shall be kept in the employee's personnel file. Periodic updates are required. (281-IAC 41.12)

All prescriptions and over-the-counter medications must be turned in to the school office to be left with the person designated by the principal.

No school personnel shall administer to any student nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (Regulation 534.1) is filed with the school office.

Prescription medications must be in the original container with date, student's name, name of licensed medical professional, medication, dosage and time.

Over the counter medications must be in the original container and must be labeled with the student's name and have signed parent permission form.

A student may be considered for co-administration or self-administration of medication with demonstrated competency, written licensed medical professional instructions and written parental consent.

Medications for students on field trips less than 8 hours in duration are to be sent with the student in an envelope labeled with the student's name, medication name, dose and time to be given. The envelope is to be given to the person in charge of the field trip prior to leaving for the trip. For longer field trips, parents are to make arrangements with the school.

Parents may administer medication and/or over-the-counter medications at school to their own child without any authorization form. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. (Specific information about student health and medication can be found in the Health Practices and Procedures Manual for School Nurses in the Diocese of Des Moines Schools.)

Policy Adopted: April 25, 2000
Policy Revised: March 25, 2013
Policy Reviewed: January 30, 2020
Policy Revised: July 30, 2021