ENTHEOS ACADEMY

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5303 Medication Administration

Purpose

The purpose of this policy is to delineate the responsibilities of Entheos Academy regarding the administration of medication to students.

Policy

I. The Entheos Academy School Board recognizes that medication should be administered by the student or the student's parent/guardian. However, the Board of Education recognizes that a student's health may require the administration of medication during the course of a school day by school personnel.

II. Subject to the conditions of this policy, authorized school personnel may help administer medication to students during periods when the student is under the control or supervision of the school and school personnel.

III. As long as authorized personnel act in a prudent and responsible manner, school staff who provide assistance in substantial compliance with the licensed medical provider's written statement are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of the medication under this policy.

IV. Prescription medication can be administered by a volunteer employee designated by the school administrator when the Parent/guardian(s) have provided written consent for administering medication:

   A. In the Authorization to Administer Medication form;
   B. Requesting that medication be administered during regular school hours to the student; and
   C. Including a signed notice by the student's physician prescribing the medication and providing documentation as to the method, amount, and time schedule for administration; and
      1. A statement that the administration of medication by school employees during periods when the student is under the control of the school is medically necessary.

D. This authorization may be withdrawn by the school at any time following actual notice to the student's parent or guardian.

V. Medication may only be administered if the following conditions are satisfied:
   A. Prescription medications must be prescribed to the student as noted on the original label and will be administered as prescribed on the label.
   B. Medication must be labeled clearly and admitted through the front office first.
   C. Medication must be kept in the front office in a locked cabinet outside of school hours and must be in the original bottle.

VI. Administer the medication according to the "six rights":
   A. Right student;
   B. Right time (within 30 minutes before and 30 minutes after the medication is scheduled unless otherwise specified);
   C. Right medicine;
   D. Right dose;
   E. Right route; and
   F. Right documentation.

VII. Upon administration of the medication, the volunteer employee administering the medication must sign off on the tracking portion of the Authorization to Administer Medication form, including the time and date of administration and correct dosage.

VIII. Self-administration of medicine requirements:
   A. For prescription medication, the Self-Administration of Medication form must be completed and signed by the student's parent/guardian and the student's physician.
   B. If a student is permitted to self-administer medicine, the student may only carry one dose at a time of prescription or nonprescription medication, except for students who require asthma medication as specified in Utah Code § 53G-9-503 or diabetes medication as specified in Utah Code § 53G-9-504.
   C. A physician's note is required for the self-administration of prescription medication and is only valid for that school year. The requirements of this policy do not apply to the emergency administration of glucagon or seizure rescue medication, subject to the requirements of Utah Code § 53G-9-504 and Utah Code § 53G-9-505, respectively.

IX. Entheos Academy and the employee who administers the medication, in compliance with the physician's written prescription, are not liable, civilly or criminally, for:
   A. Any adverse reaction suffered by the student as a result of taking the medication; and
   B. Complying with the written authorization of the student's parent/guardian(s) to discontinue the administration of medication.