



Medication Administration Policy

Policy Number: 5102

I. Purpose

To authorize school personnel to administer medication to students and to provide immunity from liability for authorized person, pursuant to **Utah Code Section 53G-9-502**.

II. Policy

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

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

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.

III. Definitions

- A. "Asthma medication" means prescription or nonprescription, inhaled asthma medication.
- B. "Diabetes medication" means prescription or nonprescription medication used to treat diabetes, including related medical devices, supplies, and equipment used to treat diabetes.
- C. "Epinephrine auto-injector" means a disposable drug delivery system with a spring-activated concealed needle that is designed for emergency administration of epinephrine to provide rapid, convenient first-aid for persons suffering a potentially fatal anaphylactic reaction.
- D. "Medication" means a medicine or substance recognized by the FDA to have curative or remedial properties. The medication must be administered under the direction of a licensed medical provider and may be a prescribed or over the counter product intended for internal or external use.

IV. Procedure for Administration of Medication at School

The following procedures are intended to facilitate the implementation of this policy. Prescription and/or nonprescription medication may be administered to a student only if:

- A. The student's parent or legal guardian has provided a completed, current, signed and dated, "School Medication Authorization and any additional required form" providing for



the administration of medication to the student during regular school hours. A current photograph of the student will also be provided and attached to the request. This request must be updated, at least, on a yearly basis, or whenever a change is made in the administration of medication.

- B. A licensed medical provider has provided a signed document indicating that the medication must be administered during school hours. This document must also include the medication name, route of delivery, dosage, frequency, and any indications or contra-indications.
- C. The medication is delivered to the school by the student's parent/guardian, or by a responsible adult. A one week's supply or more is recommended.
- D. Prescription medication is in a container that has been properly labeled by a pharmacy.
- E. Nonprescription, over the counter medication, is in the original container and clearly labeled with the child's name and dose. A student may carry and administer medication directly if both parent and administration deem the student mature enough to handle such a responsibility.

The school administration will:

- A. Annually send a letter to the parent/guardian regarding medication administration in the schools.
- B. Designated staff to administer medication. A record or form identifying the authorized staff by name and position will be kept in the medication administration book.
- C. Arrange annual training for designated employees. Designated employees assigned to help with medication administration must be trained by the LEA School Nurse or through approved certification training before doing so. This training must include the proper use of the medication and its delivery mechanism. This training will include:
 - 1. How to properly administer medication(s).
 - 2. Indications for the medication(s).
 - 3. Dosage and time of medication(s).
 - 4. Adverse reactions and side effects of medication(s).
 - 5. Proper maintenance of records.
- D. Have designated staff with the responsibility to administer medication to all students with a written physician's medication order. This staff member shall be trained in the use of a medication before administering the medication.
- E. Notify parents if a student refuses to take the medication, as outlined in the IEP, 504, or IHP.
- F. Report any adverse reactions or medication error will be reported promptly to the parent/guardian. If the parent is unavailable, the student's doctor will be called for further direction. This adverse reaction or error must be documented.
- G. Requirement that designated staff sign that they received medication administration training.
- H. Ensure proper maintenance of records pertaining to the student's daily administration of medication(s).
 - 1. Each student must have his/her own record which includes an "Authorization of School Personnel to Administer Medication" and "Daily Medication Tracking" forms.



2. The " Medication Administration Log" form will show authorized signature and initials of designated staff and codes. All boxes must contain initials, codes or designation as non-school days.
 3. The "Medication Administration Log" form will show medication, dosage, time of day, and expiration date. It will show how much medication has been delivered to the school by the parent and when. It may also show how much medication has been discarded (if necessary) and who witnessed it.
 4. The "Medication Administration Log" form will be available to be viewed by parent/guardian upon request.
 5. The medication documents will be placed in the student's cumulative file or special education file at the end of each year, forms are legal medical documents.
- I. Provide a secure location for the safekeeping of medications.
1. Medication(s) to be administered by school staff must be stored in a ~~locked~~ cabinet with the exception of those medications needing refrigeration.
 2. The cabinet and refrigerator holding the medication should be in a location that can be secured and with access limited to only authorized individuals.
 3. The cabinet holding medications should be unlocked during the school day for emergency access authorized individuals.
 4. Adequate temperature of all medication must be maintained.
 5. Emergency rescue medications should be stored separately from routine medications and marked as such.
- J. Unused medication(s) should be picked up within two weeks following notification of parents/guardians or it will be disposed of by the school and recorded on the "Medication Administration Log" form. In disposing of medication, two people must be present to record the medication, amount of medication discarded, date and how discarded. Both witnesses must sign the Medication Administration Log" form.

Authorization for administration of medication by school personnel may be withdrawn by the school at any time after actual notification to the parent/guardian should problems or difficulties occur, such as:

- A. the parent/guardian has been non-compliant with the medication policy; or
- B. the student has been non-compliant with the medication policy by:
 1. refusing medication repeatedly; or
 2. frequently not coming for medication at appointed time.
- C. The withdrawal of medication for students on 504 accommodation plans or IEP can only occur after a renegotiation meeting with the parent has taken place.

V. Emergency Rescue Medications

Utah code allows for the storage and administration of certain medications to be used in emergency situations without an individual prescription when there is a danger to an individual's life. The storage and administration of these medications must follow applicable laws and approved administration procedures. The medication may be administered only by a qualified adult who has been properly trained and certified by the School Nurse, the American Red Cross, or the American Heart Association.



Rescue medications must be stored under the same conditions listed in Section IV-E of this policy.

The following medications are approved for storage and emergency use on campus:

- A. Opiate Antagonist (Naloxone, Naltrexone, etc.) – Utah Code 26B-4-510
- B. Epinephrine Auto-injector (Epi Pen) – Utah Code 26B-4-406
- C. Albuterol (Inhaler) – Utah Code 26B-4-407

VI. Procedure for Audit of Medications at School

- A. A medication audit will be performed two times each school year and will be performed by the LEA Director of Safety or designated school nurse.
- B. The following areas will be included in the audit:
 - 1. Individualized Student Health Plans and any other appropriate forms are in place and signed yearly by a parent and medical provider.
 - 2. Medication containers are properly marked for each medication with the student's name, dosage, time, and expiration date.
 - 3. Medication is kept in a safe, secure storage cabinet/drawer.
 - 4. Documentation of medication administration is in place.
 - 5. Training for school staff authorized to administer medication is current and documented.
- C. At the conclusion of each audit, the results will be given to the school staff administering the medication, the school principal, and the LEA Director of Safety. The school nurse will retain a copy and a copy will be kept in the medication book.
- D. Items not in compliance will be rectified within a two (2) week period with notification to the school nurse. If parent/guardian continues to be out of compliance with the medication policy, the school may withdraw authorization for administration of medication under this policy.

VII. Student Self-Administration of Asthma, Diabetes Medication, or an Epinephrine Auto-Injector

A student shall be permitted to possess and self-administer asthma medication, or diabetes medication, or an epinephrine auto-injector if:

- A. The student's parent or guardian signs a statement authorizing the student to self-administer asthma or diabetes medication, or an epinephrine auto-injector; and acknowledging that the student is responsible for, and capable of, self-administering the asthma or diabetes medication, or an epinephrine auto-injector; and
- B. The student's health care provider provides a written statement that states it is medically appropriate for the student to self-administer asthma or diabetes medication, or an epinephrine auto-injector and be in possession of the asthma or diabetes medication, the epinephrine auto-injector at all times; and the name of the asthma or diabetes medication prescribed or authorized for the student's use.
- C. Any misuse of asthma or diabetes medication, or the epinephrine auto-injector by the student may be subject to disciplinary action as outlined in the Summit Academy Discipline and Safe School Policy.



VIII. Student Self-Administration of Medication

This policy does not prohibit a student from carrying his/her own medication to school in instances where the student's maturity level is such that he/she could reasonably be expected to appropriately administer the medication on his/her own. In such instances, the student may carry one day's dosage of medication on their person.

Any misuse of such medication by the student may be subject to disciplinary action according to policy and procedure.

IX. References

Utah Code Section 26B-4-401

Utah Code Section 26B-4-406

Utah Code Section 26B-4-407

Utah Code Section 26B-4-408

Utah Code Section 26B-4-409

Utah Code Section 26B-4-410

Utah Code Section 26B-4-411

Utah Code Section 53G-9-502

X. Attachments

Utah Department of Health & Human Services – School Medication Authorization (11/29/2022)
Medication Administration Log (11/29/2022)

XI. Revision History and Approval Date

Version 1: September 2018: Original Date of Approval

Version 2: April 14, 2022: Update for formatting with Policy Number; Changes in IV-C

Version 3: March 21, 2024: Updated references to Utah Code; Removed restrictions of types of medications which may be administered; Added section for the storage of emergency rescue medications