



Medication Administration Policy

I. Purpose and Philosophy

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 by school personnel.

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, "Authorization of School Personnel to Administer Medication," form providing for the administration of medication to the student during regular school hours. Only one medication per "Authorization of School Personnel to Administer Medication" form. A current photo of the student will also be provided and attached to the form. This form must be updated on a yearly basis, or whenever a change is made in the administration of medication. It may also show how much medication has been discarded (if necessary) and who witnessed it.



- B. The student's licensed medical provider has also provided a signed and dated "Authorization of School Personnel to Administer Medications" form describing the method, amount, and time schedule for medication administration and the side effects that may be seen in the school setting from medication.
- 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 child's name and dose. Child may carry and administer medication directly if parents and administration deem student mature enough to handle such a responsibility.
- F. The medication is an oral medication, inhalant medication, eye or ear drop medication, gastrostomy, or topical medication, epinephrine auto-injector, or glucagon and Insulin.
- G. An opiate antagonist, when acting in good faith, to a student in accordance with the **Opiate Overdose Response Act**.
- H. Seizure rescue medications in the event any school personnel seeks to become a "qualified adult" pursuant to **Utah Code Section 53G-9-505**.
- I. Medications requiring other routes (rectal, IV, and other injectible medications) cannot be administered by school personnel.
- J. Prescription and/or nonprescription medication specified in a student's IEP, 504 or IHP accommodation plans will be administered as outlined in the accommodation plan.

The school administration will:

- A. Annually notify the parent/guardian regarding medication administration in the schools.
- B. Designate staff to administer medication. A record or form identifying the authorized staff by name and position will be kept in the medication administration log.
- C. Arrange annual training for designated employees. 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.
 - 6. How to properly dispose of medication(s).
 - 7. Designated personnel have the responsibility to administer medication to all students with a written physician's medication order. If a medication is repeatedly refused or not given, the parent/guardian must be notified.
 - 8. 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.
 - 9. Requirement that designated staff sign they received medication administration training.
 - 10. Storage and emergency use of an epinephrine auto-injector pursuant of **Utah Code 26-41-104**.
- D. 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 "Daily Medication Tracking" 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 "Daily Medication Tracking" form will show medication, dosage, time of day, and date. It will show how much medication has been delivered to the school by the parent and when. The "Daily Medication Tracking" form will be available to be viewed by parent/guardian upon request.
- E. Provide a secure location for the safekeeping of medications.
1. Medication(s) to be administered by school staff must be stored in a locked room.
 2. Adequate temperature of all medication must be maintained.
- F. Unused medication(s) should be picked up within two weeks following notification of parents/guardians or it will be properly disposed of by the school and recorded on the "Daily Medication Tracking" 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 "Daily Medication Tracking" 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. Procedure for Audit of Medications at School

The following procedures are intended to facilitate the audit of the administration of medications under the direction of Summit Academy.

- A. A medication audit will be performed two times each school year and will be performed by the safety coordinator.
- B. The following areas will be included in the audit:
 1. Medication permission forms in place and signed yearly by parent and medical provider.
 2. Medication containers are properly marked for each medication with the student name, dosage, time, and current yearly date.
 3. Medication is kept in a safe, secure storage cabinet/drawer/refrigerator.
 4. Documentation of medication administration is in place.
- C. 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 medication policy, the school may withdraw authorization for administration of medication under this policy.

VI. 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.