



## **Administration of Medication Policy and Required Training on Related Student Medical Issues**

U.C.A. §53G-9-501

U.C.A. §53G-9-203

### **PURPOSE**

To authorize school personnel to administer medication to students, to provide immunity from liability for authorized personnel, and to require appropriate State-required training on student medical recommendations.

### **POLICY**

The Board of Trustees of Channing Hall recognizes that a student's parent will most often administer medication to a student. However, it also recognizes that the health, age, or circumstances of a student may require the administration of medication by school personnel during the course of a school day. The Board also recognizes that parents are primarily responsible for the medical needs of their children, but that school employees may have helpful information regarding students' social interactions and psychological behavior during school time and activities for parents/guardians that may benefit their children.

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 and only consistent with state and federal law.

#### **I. Definitions**

- A. Asthma medication means prescription or nonprescription, inhaled asthma medication.
- B. Diabetes medication means insulin and/or other 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. Such 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.

## **II. General Provisions**

- A. Channing Hall requires that permission be given by appropriate signatures on the Student Medication Authorization Form for any and all medication, prescription or over-the-counter, that a student brings to school.
- B. School personnel will not administer prescribed narcotics for any reason.
- C. As long as authorized personnel act in a prudent, responsible manner, consistent with training and with the licensed medical provider's written directions, school staff that assist in the administration of medication will not be civilly or criminally liable 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.
- D. The School will provide regular training to its employees on this policy, including training about what and how School employees may provide information to parents/legal guardians about their students' health and wellness, social interactions and psychological behavior, as required by State law.

## **III. Procedure for Administration of Medication at School**

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 Form that provides for the administration of medication to the student during regular school hours by school personnel. The form is available from the School administrative office.
- B. This request by form has been updated annually, or whenever a change is made in the administration of medication.
- C. The student's licensed medical provider has provided a signed and dated School Medication Authorization Form describing: the method, amount, and time schedule for medication administration, the side effects that may be seen in the school setting from medication, and a statement that administration of medication when the student is under the control of the school is medically necessary.
- D. The medication has been delivered to the school by the student's parent/guardian, or by a responsible adult (a one week's supply or more is recommended).
- E. Prescription medication is in a container that is properly labeled by a pharmacy.
- F. Nonprescription, over-the-counter medication is in the original container and clearly labeled with child's name and dose, per medical professional's order (a one week's supply or more is recommended).
- G. The medication is an oral medication, inhalant medication, eye or eardrop medication, gastrostomy, topical medication, epinephrine auto-injector, glucagon or insulin.

- H. Prescription and nonprescription medication specified in a student's IEP or 504-accommodation plan will be administered as outlined in the designated plan. However, parents and health providers must still complete the School Medication Authorization Form in advance of the administration of medication by school personnel.
- I. School personnel will not administer medications requiring alternative routes of administration, such as IV, rectal, or injection, unless specifically required by state or federal law.

#### **IV. Actions of Channing Hall Regarding the Administration of Medication**

Channing Hall administrators:

- A. Will annually notify parents or guardians of the procedures included in this policy and to the existence and necessity of the School Medication Authorization Form.
- B. Will designate staff to administer medication, in both general and specific instances, and will keep a record for each student identifying the authorized staff by name and position.
- C. Will arrange annual training for designated employees. This training will include:
  - 1. How to properly administer medication
  - 2. Indications for the medication
  - 3. Dosage and time of medication
  - 4. Adverse reactions and side effects of medication
  - 5. Proper maintenance of records
- D. Will notify a parent or guardian if medication is repeatedly refused or not given for some reason.
- E. Will also promptly report any adverse reactions or medication error to the parent or guardian. If the parent or guardian is unavailable, the student's doctor will be contacted for further direction. This adverse reaction or error must be documented as an "incident."
- F. Will require that designated staff sign that they have received medication administration training.
- G. Will ensure the proper maintenance of records pertaining to each student's required administration of medication(s).
- H. Will ensure that designated school personnel keep School Medication Authorization Forms and that these forms are updated prior to any change in administration protocols for any given student.
- I. Will place any medication documents, including the School Medication Authorization Form, in the student's cumulative file or special education file at the end of each year.

- J. Will provide a secure location for the safekeeping of medications.
- K. Will store in a safe or locked cabinet all medication(s) to be administered by school staff with the exception of those medications needing refrigeration or appropriately carried by a student in accordance with Utah State law.

**V. Refusal to Administer Medication or Disposal of Medication**

- A. A parent/guardian should pick up unused medication within two weeks following notification to parent/guardian or the school will dispose of the medication.
  - 1. Medication will not be returned with students.
  - 2. In disposing of medication, two people must be present to record the medication, the amount of medication discarded, the date, and the manner of its disposal.
  - 3. This information will be included with other medical information in each student's cumulative file.
- B. Authorization for administration of medication by school personnel may be withdrawn by the school at any time after actual notification to a parent or guardian should problems or difficulties occur.
- C. The withdrawal of medication for students on 504 accommodation plans or IEP can only occur after a renegotiation meeting with the parent/guardian.

**VI. Student Self-Administration of Asthma, Diabetes Medication, or Epinephrine or Auto-Injector**

- A. Utah State law allows students to carry and self-administer epinephrine auto injectors, asthma inhalers, and insulin as long as the student is under the care of a licensed physician and has been trained in self-administration of the appropriate medication.
- B. A licensed physician and the parent or guardian of a student must sign the School Medication Authorization Form before a student will be allowed to carry and self-administer epinephrine auto injectors, asthma inhalers, and insulin at Channing Hall.
- C. Parents must understand their responsibilities related to the administration of medication by school personnel including the following:
  - 1. Completing a School Medication Authorization Form, providing medicine in an original container, and labeling medication with the child's name;
  - 2. Indicating time and dosage of medication administration;
  - 3. Signing a new School Medication Authorization Form if the medication or dosage changes;
  - 4. By completing the School Medication Authorization Form, parents acknowledge their understanding that:

- a) School personnel may contact the healthcare provider regarding this medication;
  - b) Medication will be administered by someone who has been appointed by Channing Hall other than a licensed nurse;
  - c) School personnel will never administer the first dose of a new medication or the first dose of a dosage change of any medication.
- D. Any misuse of asthma, diabetes medication, an epinephrine auto-injector or any other prescribed or over-the-counter medication by any student may be subject to disciplinary action under Channing Hall's Discipline Policy.