



Medication Policy for Students

I. Purpose

To establish policy and procedures consistent with Utah law and, in coordination with the Guidelines on Medication Administration for School Personnel provided by the Utah Department of Health for the safe administration of medication to students, and provisions for students who may self-administer medication during school hours in accordance with Utah Code 53G-9-203, 208; 53G-9-508; UCA 26-41-101 through 107; UCA 26-55-101; and R156-31b.

II. Policy

Administration of medication to students while they are at school should be a rare occurrence. Whenever possible the parent/guardian should administer medication to their children while at home. The school nurse is responsible for training the school staff regarding the medication policy, procedures, and administration. However, it is always parents' responsibility to administer the first dose of a new medication, or a change in dosage, to students while at home.

Requests

A parent and a health care professional, e.g.: physician, dentist, nurse practitioner, physician's assistant, or mental health therapist, request to dispense medication during school hours to a student will be considered on a case-by-case basis.

- a. Valley Academy Charter (VAC) has the right to refuse a request for medication administration; or to withdraw the request to administer medication at any time following notice to the parent/guardian.
- b. VAC will not accept parent requests to administer "natural remedies," herbs, vitamins, dietary supplements, homeopathic medicines, "enhancement" pills, and/or medications from other countries.
- c. It is the responsibility of the parent/guardian to ensure that the required medication authorization form is completed and updated on an annual basis. The authorization form must be received from the student's health care provider (as required by §53G-9-502((1)(b))). All information on the approved form must be fully completed, including: date/time of administration to student, name of medication, dosage, method of administration, statement of necessity, and the signature of the student's health care provider.
- d. Requests for Seizure Rescue Medication: A seizure rescue authorization also requires that a student's Section 504 accommodation plan documents the following:
 - i. Health care professional has prescribed a seizure rescue medication for the student (which does not include a medication administered intravenously or intramuscularly);
 - ii. Parent/guardian has previously administered the student's seizure rescue medication in a non-medically-supervised setting without a complication;
 - iii. Student has previously ceased having full body prolonged or convulsive seizure activity as a result of receiving the seizure rescue medication;

- iv. Description of the specific seizure rescue medication authorized for the student, including the indicated dose, and instructions for administration;
- v. Parent request that the student's public school identify and train school employees who are willing to volunteer to receive training to administer a seizure rescue medication;
- vi. Authorization that volunteer-trained school employee(s) will administer a seizure rescue; and
- vii. All other provisions of §53G-9-505 are satisfied.
- viii. Any changes in medications void the original request, and the process must be started over again, as above.

III. **Training of Volunteer School Employees**

The Nurse Practice Act permits a registered school nurse to train employees who will be delegated the task of administering routine medication(s). However, a licensed nurse may not delegate to an unlicensed person the administration of any medication with known, frequent side effects that can be life threatening; or that requires the student's vital signs or oxygen saturation to be monitored before, during or after administration of the drug; or that requires nursing assessment or judgment prior to or immediately after administration.

- a. Within a reasonable time after receiving a Medication Authorization Form, the school shall identify and train two or more school personnel who agree to the assignment in the administration of medication. This training must be done annually by a VAC nurse and shall include:
 - i. Education in recognition of the signs and symptoms that warrant administration for non-scheduled medication (such as: glucagon, insulin, epinephrine, etc.)
 - ii. Administration, including dosages which may occur during a school activity
 - iii. Standards and procedures for medication storage
 - iv. Emergency procedures that include consultation with the parent/guardian and health care professionals; and
 - v. A demonstration of competency
- b. Medication cannot be administered by staff members until they have received required training. The school nurse or school principal shall maintain a list of employees who have been trained, together with a copy of the training agenda/materials.
- c. All delegated tasks, including medication administration, shall be identified within the student's healthcare plan.
- d. School-authorized personnel who provide or receive training and act in good faith are not liable in any civil or criminal action for any act taken or not taken. The authorized personnel cannot be held liable for adverse reactions suffered by the student after administering the medication as prescribed; nor can they be held liable for being unable to administer the medication when:
 - i. There are discrepancies between parent and health care provider authorizations; pharmaceutical supplies and/or receptacles;
 - ii. The parent fails to bring in needed medication;
 - iii. The parent requests to stop the medication for miscellaneous reasons;
 - iv. The parent makes a change in the regime without following the proper steps to do so.

Note: If a student refuses medication, or any of the above applies, a conference with the parent will be arranged by school personnel as soon as possible to discuss strategies to give the student the prescribed and authorized medication.

IV. **Medication Storage, Safety and Security**

The medication must be delivered to the school by the parent/guardian in the original pharmacy-labeled, or manufacturer's container (if over-the-counter), where it will be counted, recorded, and placed in a cool, dry, locked unit for safe keeping. For medication that requires refrigeration, a lockbox may be placed within the refrigerator. Medications that have been prescribed to be self-administered will be kept with the student, as allowed by law for appropriate-age students.

- a. Insulin or emergency medications, such as: epinephrine auto-injectors, asthma inhalers and glucagon, must not be stored in a locked area in order to be readily available to appropriate personnel or students when needed.
- b. A daily medication log for each student receiving medication which documents each dose, date, time given and signature or initials of the person giving the medication must be maintained as a part of the permanent health record.
- c. If an error occurs or problems are encountered in medication administration, an Incident Report shall be filled out by the authorized personnel, reported to the principal, the parent, the prescribing health care provider when needed, and directed to the school nurse.
- d. It is the parents'/guardian's responsibility to pick up any unused medication at the end of the school year or upon the student ceasing the medication.

V. Student Self-Administration of Medication at School

Valley Academy Charter will allow a student to keep medication in the student's possession and to self-administer non-narcotic medications. The following criteria shall be met:

- a. Consideration for self-administration of prescription or non-prescription asthma inhalers, diabetes medication, or epinephrine auto-injectors may be made only as allowed by State law. The parent/guardian must sign a statement and a Medication Self-Administration Authorization form shall be fully completed and shall contain the name of the medication prescribed or authorized for the student's use. The form shall acknowledge: that it is medically appropriate for the student to carry and self-administer; that the student is capable of, and responsible for, self-administering and having the medication in the student's possession at all times, or that the parent or student may make arrangements with the school to store the medication.
- b. For secondary students only (grades 6-8): Consideration will be given to allow the students to carry/self-administer one dose of an easily identified prescription medication, or non-prescription over-the-counter medication, with the exception of syrups (typically used to treat coughs or colds). A signed statement from the parent authorizing the student to carry and self-administer shall be submitted to the principal, or designee. The statement shall: contain the name of the medication prescribed or authorized for the student's use; acknowledgement that it is medically appropriate for the student to self-administer; that the student is responsible for, and capable of, self-administering and having the medication in student's possession at all times or may make arrangements with the school to store the medication. (A Medication Administration Authorization form is not required.)
- c. A student shall be permitted to possess and self-apply, or have assistance applying, FDA-approved sunscreen without a parent's or health care professional's authorization form.
- d. No student shall sell, share, or otherwise give to others any medication-- prescription or non-prescription. Violations of this policy subject a student to disciplinary action under VAC's Behavior Plan. Exceptions may be made for life-threatening situations.

VI. Medical Recommendations

- a. School personnel may provide information and observations to a student's parent/guardian about that student, including observations and concerns in various areas including health and wellness;

- b.** School personnel may not recommend to a parent/guardian that a child:
 - i.** take or continue to take a psychotropic medication;
 - ii.** require that a student take or continue to take a psychotropic medication as a condition for attending school; or
 - iii.** recommend that a parent/guardian seek or use a type of psychiatric or psychological treatment.
- c.** School personnel shall comply with all other provisions of §53G-9-203.
- d.** An intentional violation of this policy by an employee subjects the employee to possible school disciplinary action.