

Cache County School District Policy and Procedures

Administration of Medication in Schools

PURPOSE

Cache County School District recognizes that medication should be administered by the student or the student's parent/guardian. However, from time to time a student will require assistance with medication during school hours due to a medical condition. This policy provides procedures for the administration of medication by school personnel to students under the control or supervision of the school and in accordance with Utah Code 53A-11-601 and for the self-administration of medication by the student.

POLICY

Authorized school employees may provide assistance with the administration of medication to students during periods when the student is under the control or supervision of the school. Authorized school personnel who act in a prudent and responsible manner in substantial compliance with the licensed health care provider's signed medication authorization form, and within the scope of the Utah Nurse Practice Act, 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 following notification of the parent/guardian.

Legal Ref.:

Utah Code 53A-11-601 through 605

Nurse Practice Act R156-31B-701a

MEDICATION FORMS

Medication Authorization Forms

1. Cache School District Authorization of School Personnel to Administer Medication This form **MUST BE** signed by a parent/guardian AND licensed health care provider before a school employee may administer medication (other than asthma, allergy, or diabetes medication, see forms below). The form is to be update, at least, on a yearly basis, or whenever a change is made in the administration of medication.
2. Asthma Action Plan. Medication Authorization & Self-Administration Form This form **MUST BE** signed by a parent/guardian AND licensed health care provider. This form is to be updated, at least, on a yearly basis, or whenever a change is made in the administration of asthma medication. It reflects plan of care and permits a student to possess and self-administer asthma medication, if appropriate for the student.
3. Diabetes Medication Management Order Form This form **MUST BE** signed by a licensed health care provider. The form is to be updated, at least, on a yearly

basis, or whenever a change is made in the administration of medication. It provides orders for diabetes medication and will be used by the school nurse to develop a Diabetes School Health Plan for diabetes management at school. Permits a student to possess and self-administer diabetes medication, if appropriate for the student.

4. Diabetes School Health Plan This form must be signed by a parent. If there is not a Diabetes Medication Management Order Form updated and signed by a licensed health care provider, than the Diabetes School Health Plan must be signed by the health care provider as well. The form is to be updated, at least, on a yearly basis, or whenever a change is made in the diabetic needs and care of the student. It is the responsibility of the parent to notify the school of changes in the needs and cares of their student.
5. Allergy Action Plan Form This form must be signed by a parent/guardian AND licensed health care provider certifying that epinephrine has been prescribed for the student and authorizes one of the following:
 - I. Trained school personnel to administer epinephrine in an emergency OR
 - II. Permits a student to possess and self-administer an epinephrine auto injector.

PROCEDURE

- **ADMINISTRATION OF MEDICATION AT SCHOOL**

- 1) Prescription and/or over-the-counter 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. This request must be updated at the beginning of each school year and whenever a change is made in the administration of medication.
 - b. The student's licensed medical provider has also signed and dated the "Authorization of School Personnel to Administer Medications" form stating the name, method of administration, dosage, time to be given, the side effects that may be seen in the school setting from the medication and the necessity for administering.
 - c. The medication is delivered to the school by the student's parent/guardian, or authorized adult. A one week's supply or more is recommended.
 - d. The prescription medication is in a container that has been property labeled by a pharmacy.
 - e. The non-prescription, over-the-counter medication, is in the original container and clearly labeled with child's name and dose, per doctor's order on the container. A one week's supply or more is recommended.

- f. The medication is an oral medication, inhalant medication, eye or ear drop medication, gastrostomy, or topical medication, epinephrine auto injector (Epi-pen) or insulin. Medications requiring other routes, i.e., IV and other injectable medications, cannot be administered by school personnel. The exception of an I.M. Glucagon may be administered by a volunteer who has been trained and authorized by the district nurse as part of the student's Diabetes Health Care Plan for school.
- e. Rescue seizure medication is defined and outlined in CCSD protocol.
- 2) Prescription and/or over-the-counter medication specified in a student's IEP or 504 accommodation plan will be administered as outlined in the accommodation plan.
- 3) The school will do the following:
 - a. With the assistance of the school nurse, designate a staff member to administer medication and notify the school nurse of medication needs.
 - b. Arrange annual training with the school nurse for designated personnel. This training will include:
 - i. How to properly administer medication(s).
 - ii. Indications for the medication(s).
 - iii. Dosage and time of medications(s).
 - iv. Adverse reactions and side effects of medication(s).
 - v. Proper maintenance of records.
 - vi. Designated staff, including teachers in charge of field trips, will receive medication administration training.
 - c. Designated personnel have the responsibility to administer medication to all students with a written physician's medication order. If a medication is repeatedly refused, the parent/guardian must be notified.
 - d. Any adverse reactions or medication errors 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 medication error must be documented on the "Medication Error/Adverse Reaction Reporting Form." e. Maintain records regarding administration of medication.
 - i. Each student must have his/her own record which includes an "Authorization of School Personnel to Administer Medication" and the "Medication Administration Record."
 - ii. The "Medication Administration Record" will show authorized initials of designated staff when medication is administered. All boxes must contain initials of staff administering medication or reason for medication not given.
 - iii. The "Medication Administration Record" will show medication, dosage, time of day, and date. It will show when and how much medication has been delivered to the school by the parent. It will also show how much medication has been discarded (if necessary) and who witnessed the disposal.

- iv. The “Medication Administration Record” will be available to be viewed by parent/guardian upon request.
 - v. The medication documents will be placed in an appropriate file at the end of each year.
 - f. Provide a secure location for the safekeeping of medications.
 - i. Medication to be administered by school staff must be stored in a locked cabinet or secure refrigerated unit, exceptions are rescue medications that include, inhalers, Epinephrine auto injectors, insulin, and glucagon medication, which should be stored in a secure location that can be quickly accessed.
 - ii. 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 appropriate “Medication Administration Record.” In disposing of Cache County School District Policy & Procedure medication, two people must be present to record the medication, the amount of medication discarded, date, and how discarded.
 - iii. Both witnesses must sign the “Medication Administration Record.”
 - 4) Authorization for administration of medication by school personnel may be withdrawn by the school at the school’s discretion any time after notification to the parent/guardian. Among the circumstances under which authorization may be withdrawn are the following:
 - 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:
 - i. Refusing medication repeatedly; or
 - ii. Continued resistance to coming for medication at the appointed time.
 - 5) The withdrawal of medication for students on 504 accommodation plans or an IEP can occur only after a meeting with the parent has taken place.
- **STUDENT SELF-ADMINISTRATION OF ASTHMA MEDICATION, DIABETES MEDICATION OR AN EPINEPHRINE AUTO-INJECTOR**

- 1) A student shall be permitted to possess and self-administer asthma medication, diabetes medication, or an epinephrine auto-injector if:
 - a. The student’s parent/guardian signs the appropriate medication authorization form authorizing the student to self-administer asthma or diabetes medication, or an epinephrine auto-injector; 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 licensed health care provider signs the appropriate medication authorization form 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, or the epinephrine auto injector at all times; and the name of

the asthma or diabetes medication prescribed or authorized for the student's use.

- **STUDENT SELF-ADMINISTRATION OF MEDICATION AT SCHOOL**

- 1) 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 controlled substances may not be carried or self-administered by students. These medications are required to be maintained and administered by trained school staff.
- 2) Any misuse of such medication by the student may be subject to disciplinary action under District Policy II-A9 Student Discipline Policy.