

### **Purpose**

Administration of medication to a student while they are at school should be a rare occurrence. Whenever possible the parent/guardian should administer medication to their child while at home. However, there are times when a student will require assistance with medication during school hours for a medical condition or emergency. GWA has adopted this policy in coordination with Utah Code to provide procedures for the administration of medication by personnel while at school.

### **Policy**

Authorized school personnel who act in a prudent and responsible manner in compliance with the licensed health care provider's signed medication authorization form, 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.

### **Medication Administration Procedures**

#### **1. Authorization**

Except for the administration of emergency medications as described in Section 4 of these procedures, prescription and/or nonprescription medication may be administered to a student only when:

- 1.1. The student's parent has provided an appropriate completed, current, signed and dated medication authorization form providing for the administration of medication to the student during regular school hours. This request must be updated, at least, on a yearly basis, or whenever a change is made in the administration of medication.
- 1.2. The student's licensed health care provider signs and dates this medication authorization form describing the method, amount, and time schedule for the medication. Form to also include if the medication is medically necessary during school hours and the side effects that may be seen while at school.
- 1.3. The medication is delivered to the school by the student's parent, or by a responsible adult. A one week's supply or more is recommended. Expired medication cannot be administered.
- 1.4. The medication is an oral medication, inhalant medication, eye or ear drop medication, gastrostomy, rectal, or topical medication. Medications requiring other routes (IV, and other injectable medications besides insulin and emergency epinephrine) cannot be administered by nonmedical school personnel.
- 1.5. GWA 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.
- 1.6. It is a parent's responsibility to administer the first dose of a new medication, or a change in dosage, to the student while at home.

**2. Training of Volunteer School Employees**

The Nurse Practice Act permits a registered school nurse to delegate and train employees to administer 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.

2.1. Within a reasonable time after receiving a medication authorization form, the school shall identify and train two or more school personnel in the administration of medication.

Annual training by the school nurse to include:

- 2.1.1. Education in recognition of the signs and symptoms that warrant administration for non-scheduled medication (such as: glucagon, insulin, epinephrine, etc.)
- 2.1.2. Administration, including dosages which may occur during a school activity
- 2.1.3. Standards and procedures for medication storage and disposal of unused medication
- 2.1.4. Emergency procedures in accordance to consultation with the parent/guardian and health care professionals
- 2.1.5. A demonstration of competency

**3. 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.

- 3.1. Insulin or emergency medications, such as: epinephrine auto-injectors, asthma inhalers and glucagon, should not be stored in a locked area in order to be readily available when needed.
- 3.2. 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 health record.
- 3.3. It is the parents/guardian's responsibility to pick up any unused medication at the end of the school year or upon stopping the medication. Parents will be notified that unused or expired medication(s) should be picked up within two weeks following notice or it will be disposed of by the school. In disposing of medication, two people must be present to record the medication, amount of medication discarded, date, and how it was discarded.

**4. Administration of Emergency Medications**

Administration of emergency medications include medications such as Epinephrine, Glucagon, emergency seizure medications, adrenal sufficiency insufficiency medications, and opiate antagonists (ex.Narcan).

## 490 - Medication Administration Policy (cont.)

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- 4.1. Administration of emergency medications may be delegated to voluntary school personnel by a school nurse provided:
  - 4.1.1. The school provides medication specific training to two or more school personnel who volunteer to be trained in the administration of the emergency medication. Training will be provided by the school nurse or another qualified, licensed medical professional and must be given annually.
- 4.2. Depending on the specific medication, a parent or legal guardian may be required to provide additional medical documentation before the administration of the medication by school personnel is authorized.

### 5. **Student Self-Administration at School**

GWA will allow a student to keep asthma medication, diabetes medication, or an epinephrine auto-injector in his/her possession and to self-administer. The following criteria must be met:

- 5.1. The student's parent 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**
- 5.2. 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; the name of the asthma or diabetes medication prescribed or authorized for the student's use.

GWA recommends keeping these medications in the office so that office personnel are aware and able to better assist with the administration of the medication and monitoring of the student's condition.

Reference: [Utah Code 53G-9-502](#)