

## **Nursing Procedures and Guidelines**

**Subject: Administering Medications at School – This document serves to define the procedures to implement Policy – AS 85 – Medication in the School Setting**

- I. **Emergency.** In the event of a medical emergency, the school must call 911.
  
- II. **Receiving Medication**
  - A. All medication that is to be given at school by school personnel must be furnished by the parent or legal guardian and delivered to the school by a responsible adult.
  - B. All medications must be accompanied by a current, completed Medication Authorization Form (see section IX. a.) signed by the parent or legal guardian and the health provider.
  - C. All prescription medication must be in the original container labeled by the pharmacy with the name of the student, the name of the health care provider, the name of the medication, the dosage, the time the medication is administered, the route, and the expiration date. To the extent the requested information is also on the Medication Authorization Form, the information on the medication label must be identical to the information specified on the Medication Authorization Form signed by the health care provider.
  - D. Medication delivered by syringe may not be pre-filled except by the drug manufacturer or a registered pharmacist from a licensed pharmacy; other pre-filled syringes cannot be accepted.
  - E. Nonprescription (over-the-counter) medication must be submitted in the original container and be labeled with the student's name. The expiration date must be visible on the container. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified on the Medication Authorization Form signed by the health care provider.
  - F. When receiving medications, the school personnel receiving the medication will count the amount of medication with the adult who has brought in the medication and record this on the back of the Student Medication Record.
  - G. Once received, all medication provided to the school must be kept under lock and key, but must be accessible in an emergency.
  
- III. **Administering Medication**
  - A. The administering of medication (both prescription medications and over-the-counter medications) by school personnel requires a Medication Authorization Form signed by the health care provider as well as by the parent or legal guardian. Protocol for administering over-the-counter medications is the same as administering prescription medications.

- B. All school personnel who are assigned and/or authorized to administer student medication must receive yearly in-service training and certification provided by the District nurse. No school personnel may administer over-the-counter or prescription medications until they have received specific training and certification by the District nurse.
- C. School personnel may only administer medications they have been specifically trained and certified to administer. If school personnel receive a medication for which they are unsure or are unfamiliar, the assigned District nurse should be contacted to verify.
- D. School personnel will not administer the first dose of any medication (either over-the-counter or prescription) that has not been previously given at home and must call their assigned District nurse to verify authorization. Note: Medication that was previously given at school, and requires a dosage change, is considered a new medication; therefore, the first dose cannot be administered by school personnel.
- E. All school personnel who are administering medication must sign their name and initials on the back of the medication form and then sign their initials and time and date given in the appropriate box on the front of the form.
- F. Insulin administered by injection, pen, or pump will be given in accordance with the student's medication orders that are on file with the school. Incomplete medication orders will require consultation with the physician as deemed necessary to provide safe diabetes care at school in accordance with the Utah Nurse Practice Act. In an effort to maintain safe diabetes care management at school, nurses may also refer to the Utah Department of Health 2017 Standards of Care for Diabetes Management in the School Setting.
- G. Oral, topical, inhalant medication or injectable epinephrine may be administered by school personnel who have been certified by the District nurse to administer the medication. Medications requiring other routes of administration will not be given by school personnel, unless delegated by a registered nurse in accordance with the Utah Nurse Practice Act and its implementing regulations and Utah Code Title 53G Chapter 9 Part 5. Medication administration that cannot be delegated to non-licensed personnel may only be administered by a licensed nurse, if deemed appropriate to be administered in the school setting. Certain medications are not to be delegated by law to unlicensed personnel. Unless otherwise provided for by law, according to the Utah Nurse Practice Act ([R156-31b-701a](#)), the licensed nurse shall not delegate any task requiring the specialized knowledge, judgment and skill of a licensed nurse to an unlicensed assistive personnel. Delegation of certain medications will therefore be determined on a case by case basis to determine medical necessity, safety, and feasibility of administration based on the aforementioned criteria.
- H. Authorization for administration of medication by school personnel may be denied or withdrawn by the school principal after consultation with their assigned District nurse at any time following actual notice to the student's parent or legal guardian in accordance with Utah Code Title 53G Chapter 9 Part 5.
- I. School personnel who administer medication to students in substantial compliance with the Medication Authorization Form signed by the health care provider are not liable, civilly or criminally, for any adverse reaction suffered by

the student as a result of taking the medication or the school's discontinuing the administration of the medication under these guidelines.

- J. Siblings in elementary school may share the same medication such as metered dose inhaler, Epi-Pen, over the counter medication, and prescription medications provided:
  - 1. A completed Medication Authorization Form signed by the healthcare provider and signed by the parent is received for each student.
  - 2. The medication has a label with each student's individual name as well as all the information contained in section II.C.
  - 3. All medication being shared by siblings must remain in the main office for trained staff to monitor when it needs to be administered.

**IV. Special Medications** – Administration of emergency medications (EpiPen, Glucagon, emergency seizure medications, etc.)

- A. Administration of emergency medications may be delegated to voluntary school personnel by a District Registered Nurse provided:
  - 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.
  - 2. The school should allow all willing school personnel to receive the training in administration of emergency medications and the school shall assist, and may not obstruct, the identification or training of volunteers, or compel a school employee to become a trained school employee volunteer.
  - 3. If personnel administering emergency medications are not CPR and First Aid certified, there will be 3 staff in the school who are CPR and First Aid certified.
  - 4. District nurses will educate staff on the Stock Epi-Pen training standards for Epi-Pen auto injection administration.
  - 5. Emergency medications must be taken on field trips, in the event of a medical emergency.
- B. 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.

**V. Self-Administration of Medication**

- A. Elementary students may carry and self-administer auto injectable epinephrine, insulin, and asthma inhalers during the regular school day only when the medication has been prescribed by the student's licensed health care provider and the school principal receives:
  - 1. A current, Medication Authorization Form signed by the health care provider and parent or legal guardian that includes the following:
    - a. A statement that the student may carry and self-administer medication during regular school hours, and

- b. A statement that describes the route, dosage, time schedule for self-administration, and duration of the treatment.
  - 2. A Medication Authorization Form signed by both the parent or legal guardian and the health care provider must be resubmitted at the beginning of each school year.
  - 3. Depending on the specific medication, a parent or legal guardian may be required to provide additional medical documentation before the student is authorized to self-administer the medication.
- B. Secondary students may carry and self-administer nonprescription (over-the-counter) or prescription medications not to exceed a twelve (12)-hour dosage or medications only dispensed in multi-dose containers. Secondary students do not require a parent request or a Medication Authorization Form signed by the health care provider.
- C. Authorization for the ability to carry and/or self-administer medication may be denied or withdrawn by the school principal after consultation with the assigned district nurse at any time following actual notice to the student's parent or legal guardian.
- D. Distribution of any drug or medication from one student to another will be considered Dangerous and Disruptive Conduct and shall be dealt with according to the provisions of [Policy AS90—Illegal Substances](#).

**VI. Over the Counter Personal Use Products**

- A. Elementary and secondary schools are not required or obligated to provide personal use products for students.
- B. School principals may determine if they want to provide but are not obligated to provide personal use products for students including: female sanitary products, saline solution for contact lens wearers, sunscreen, non-medicated cough drops, and/or lip balm.

**VII. Storage of Medications**

- A. All medications provided to the school shall be kept under lock and key and should also be readily accessible for emergencies.
- B. The school is responsible for medications given at school in the event of an emergency or evacuation. Each school is responsible for devising and implementing a plan to provide that students receive their required medications.

**VIII. Disposal of Medications**

- A. Unused or discontinued medication must be picked up by a responsible adult authorized by the parent or legal guardian within two weeks following the last dose administered.
- B. All medication must also be picked up by a responsible adult authorized by the parent or legal guardian at the end of the school year.
- C. Medication remaining at the end of the school year or two weeks after the medication has been stopped should be referred to the District nurse for disposal.

**IX. Documentation**

- A. Medication Authorization Form - Medication can only be administered by school personnel when a Medication Authorization Form has been completed and signed by a parent and a health care provider.
1. This form can be found at <http://edsupport.jordandistrict.org/files/MedAuth.pdf>
  2. The form must state that medication is necessary to be administered during school hours and must include name of medication, the route, dosage, time schedule for administration, name of student, diagnosis, possible side effects, and duration medication is to be given.
  3. A new Medication Authorization Form must be submitted each new school year and whenever a medication is prescribed or changed.
    - a. The school may administer medication based on the previous year's Medication Authorization Form for up to ten (10) days when necessary to allow the student's parent or legal guardian time to obtain the completed Medication Authorization Form from the healthcare provider for the current year. Note – this paragraph does not apply to Kauri Sue Hamilton School.
    - b. A copy of the Medication Authorization Form must be forwarded to the school's assigned District Nurse.
  4. A Medication Authorization Form is needed in order for school personnel to administer any over-the counter medications, herbal medications, essential oils, supplements, and any other product (ointments, cough drops, etc.) that contains a medication listed as an ingredient.
  5. Elementary students who are self-carrying for self-administration specific medications (see section IV.A.) must have a completed Medication Authorization on file.
- B. Student Medication Record - Whenever school personnel administer medication to a student, this must be documented in the Student Medication Record
1. This form can be found at <http://edsupport.jordandistrict.org/nursing/documents/>
  2. All school personnel who are administering medication must sign their name and initials on the back of this form and then sign their initials and time given in the appropriate box on the front of the form.
  3. A separate form must be used for each medication being given. For one medication being given at two different times during the school day, two separate forms must be used.
  4. School personnel receiving medication and a Medication Authorization form must complete all blanks on the form. Note that the dosage must be written in the ordered amount such as “20 mg” and not simply written as “one pill” or “one teaspoon”.
  5. From the date school personnel begin administering daily medication to a student, all blanks on the Student Medication Record must be filled in using the legend at the bottom of the page. This does not apply to medications ordered “PRN” or “as needed”.

6. When medication is brought in for a child, the school personnel receiving the medication will count the amount of medication with the adult who has brought in the medication and record this on the back of the Student Medication Record.

When medications are disposed of (given to District Nurse, picked up by parents, etc.) this will be noted on the back of the Student Medication Record.

**X. Consultation with Student's Health Care Providers**

- A. Consultation and collaboration between District personnel and the student's physician, other prescribing licensed health care provider, and/or pharmacist may be necessary in order to seek clarification on aspects of the student's health care regimen or prescribed medications in accordance with the Utah Nurse Practice Act. Such collaboration takes place after execution of a Jordan School District Nursing Services Request for Special Health Care Services and Release of Confidential Information.
- B. Failure to sign the Jordan School District Nursing Services Request for Special Health Care Services and Release of Confidential Information form may negatively impact the District's ability to administer medication to the student or perform other necessary medical procedures i.e., g-tube feeds, catheterizations, etc.

**XI. Exceptions to Medication Administration Guidelines; Accommodation of Disabilities**

- A. The District will consider requests for exceptions to these guidelines on a case-by-case basis for students with disabilities receiving services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.
- B. All such exception requests must be submitted in writing at least three business days in advance of the IEP/504 Team meeting at which the request will be considered.
- C. The request for an exception must be delivered to the school principal and must contain: (1) the reason for the request; and (2) a written statement from the student's physician/health care provider, on the provider's letterhead, setting forth the medical basis for and medical necessity of the request, as well as an affirmation that the requested exception is consistent with the standard of care.
- D. Requests must be forwarded to the responsible District nurse; that nurse may consult with additional District nursing staff and/or the student's physician/health care provider regarding the request.
- E. Decisions of the IEP/504 Team regarding the request for an exception will be documented in writing either during the meeting or within a reasonable time thereafter. IEP team will follow appropriate Written Prior Notice procedures as outlined in the USBE Special Education Rights of Parents and Children Procedure Safeguards Notice.

**References:**

[Utah Code Title 53A Chapter 11 Part 6](#)

[Utah Code, Title 53G, Chapter 9, Part 5 \(https://le.utah.gov/xcode/Title53G/Chapter9/53G-9-P5.html?v=C53G-9-P5\\_2018012420180124\)](https://le.utah.gov/xcode/Title53G/Chapter9/53G-9-P5.html?v=C53G-9-P5_2018012420180124)

[Utah Nurse Practice Act, Utah Code 58-31b-101 to -803 \(https://le.utah.gov/xcode/Title58/Chapter31B/58-31b.html\)](https://le.utah.gov/xcode/Title58/Chapter31B/58-31b.html)

[Utah Administrative Code R156-31b-101 to -803 \(https://rules.utah.gov/publicat/code/r156/r156-31b.htm\)](https://rules.utah.gov/publicat/code/r156/r156-31b.htm)

Utah Department of Health 2017 Standards of Care for Diabetes Management in the School Setting.

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