



## Administration of Medication to Students Policy

The Board recognizes that some students need to receive medication during the school day and delegates to the Administration responsibility for developing appropriate guidelines for administering medication to students in accordance with Utah Code §53A-11-601.

The Administration authorizes the following guidelines for administering medication to students.

### Guidelines

- A. School personnel may administer prescription medication or nonprescription medication to a student during the regular school day only when the medication has been prescribed by the student's physician, dentist, nurse practitioner, or physician assistant and the school principal receives:
  1. A current, written request that medication be administered during regular school hours signed by the student's parent or legal guardian, and
  2. A current, written statement signed by the prescriber of the medication that includes the following:
    - a. A statement that administration of medication by school employees during periods when the student is under the control of the school is medically necessary, and
    - b. A statement that describes the method, amount, time schedule for administration, and duration of the treatment.
- B. The parent request and prescriber's statement must be resubmitted at the beginning of each school year the medication is continued, and as medication is prescribed or changed. The school may administer medication based on the previous year's parent request and prescriber's statement for up to ten (10) school days when necessary to allow the student's parent or guardian time to obtain the prescriber's signed statement for the current year.
- C. Administering over-the-counter medications requires a prescribing practitioner statement as well as consent of the parent or guardian. Protocol for administering over-the-counter medications is the same as for administering prescription medications.
- D. Oral, topical, and inhalant medication, opiate antagonists, or injectable epinephrine may be administered by assigned school personnel in compliance with applicable law.
- E. All medication that is to be given at school must be furnished by the parent or guardian and delivered to the school by a responsible adult, except as otherwise allowed by law.



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- F. All prescription medication must be in the original container labeled by the pharmacy with the name of the student, the name of the prescriber, the name of the medication, and the dosage. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified in the statement signed by the prescriber.
- G. Nonprescription medication must be submitted in the original container and be labeled with the student's name. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified in the statement signed by the prescriber.
- H. All medication provided to the school must be kept under lock and key.
- I. School personnel who are assigned to administer student medication shall receive appropriate training.
- J. A record including the type of medication, amount, and the time and day it was administered must be kept for each student receiving medication at school. The person administering the medication must initial the record each time medication is given.
- K. Authorization for administration of medication by school personnel may be withdrawn by the school director after consultation with the school nurse at any time following documented notice to the student's parent or guardian.
- L. School personnel who administer medication to students in substantial compliance with the prescriber's written statement 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.
- M. Elementary students are not to carry or self-administer medication on school premises unless it is expressly ordered by the prescriber and authorized by the parent. Secondary students may possess and self-administer over-the-counter or prescription medications not to exceed an eight (8)-hour dosage or medications only dispensed in multi dose containers.
- N. Unused medication must be picked up by a responsible adult within two weeks following the last dose administered. Medication remaining at the school after this time should be destroyed.



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- O. 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 applicable policy.
  
- P. Sunscreen and Lip Balm are not considered medication.

Board Reviewed and Approved:  
May 11, 2017