

Title: Administration of Medication

Effective Date: 4/10/18

References: Utah statute UCA 53A-11-601

Purpose

The purpose of this policy is to authorize personnel of Ignite Entrepreneurship Academy to administer medication to students consistent with applicable law.

The School Board acknowledges that medication should typically be administered by a student or the student's parent or guardian. However, the Board recognizes that situations may arise where the health of a student may require administration of medication during the course of a school day by IEA personnel.

As long as authorized personnel act in a prudent and responsible manner, Utah law provides that IEA personnel who provide assistance in substantial compliance with a student's licensed health care provider'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 discontinuing the administration of medication. This policy is set forth to help ensure that IEA personnel act in a prudent and responsible manner in order to protect the health of students and the interests of IEA personnel.

Policy

1. IEA will comply with applicable state and federal laws regarding the administration of medication to students by IEA personnel. Accordingly, pursuant to this policy, authorized IEA personnel may provide assistance in the administration of medication to students of IEA during periods when the student is under IEA's control.
2. The Director will consult with the local health department and/or a registered healthcare professional for assistance in developing procedures and training necessary for effective implementation of this policy. The Director will ensure that IEA personnel and parents are provided with information about this policy.
3. In order to ensure safe administration of medication to students, the procedures outlined here must be followed.
 - a. The Director will designate a reasonable number of IEA employees who will be responsible for administering medication to students at IEA.
 - b. The Director will arrange for all designated IEA employees to receive adequate training from a licensed healthcare professional prior to administering any medication. Training should include indications for the medication, means of administration, dosage, adverse reactions, contraindications, and side effects.
 - c. The student's guardian or parent must complete the parent/guardian section of the Student Medication Form requesting that medication be administered to the student during regular school hours. Parents are responsible for updating the Student Medication Form as necessary.
 - d. The student's healthcare provider must complete the HealthCare Provider section of the Student Medication Form indicating the child's name, the name of the medication, the

- purpose of the medication, the means of administration, the dosage, the time schedule for administration, the anticipated number of days the medication needs to be given at school, and possible side effects. The practitioner must also affirm that giving the medication during school hours is medically necessary.
- e. A Student Medication Log must be maintained for any student who has medication administered at school, and all employees authorized to administer medication will be notified regarding each student to whom they are authorized to administer medication.
 - f. Each time medication is given, the person who gave it must document the administration in ink on the Student Medication Log. If the medication is not administered as scheduled, a notation must be made on the Student Medication Log as to why the medication was not given, and the student's parent or guardian must be notified.
 - g. The Student Medication Form and Student Medication Log will be retained in the student's records.
 - h. Teachers of the student receiving medication during school hours will be notified.
 - i. Medication (other than that carried by a student) must be delivered to IEA by the student's parent or guardian or designated adult.
 - j. Medication should be delivered to IEA in a container properly labeled by a pharmacy, manufacturer, or healthcare provider. Labeling must include the student's name, the name of the prescribing practitioner, date the prescription was filled name and phone number of the dispensing pharmacy, name of the medication, dose, frequency of administration, and the expiration date.
 - k. Medication must be stored in a secure, locked cabinet or container in a cool, dry place, except that medications that require refrigeration must be stored appropriately and insulin or emergency medications such as EpiPens, Twinject Auto-Injectors, asthma inhalers and glucagon must not be stored in a locked area so that they are available when needed.
 - l. Unused medication must be picked up from the school by the parent/guardian at the end of the school year or it will be discarded.
 - m. Expired medication will not be administered.
 - n. Sharing of medications, even over-the-counter types, is not allowed at school.
 - o. Any prescription or over-the-counter medication that by volume constitutes a medical or health hazard must be approved for use in the school.
4. Authorization for administration of medication by IEA personnel may be withdrawn by IEA at any time following written or verbal notice to the student's parent or guardian, as long as this action does not conflict with federal laws such as IDEA and/or section 504 of the Rehabilitation Act. The Director may withdraw authorization for administration of medication in cases of noncompliance or lack of cooperation by parents or students unless the student's right to receive medication at school is protected by laws such as IDEA or section 504.
 5. Tylenol (acetaminophen) or Motrin (ibuprofen) may be administered at school only if prior parental permission has been given through a signed Tylenol (acetaminophen)/Motrin (ibuprofen) Permission Form. Providing this written parental permission has been given, designated school personnel may give acetaminophen or ibuprofen to students with the following symptoms: fever (100 degree F or above) after the parent has been notified to pick up their student, dysmenorrhea (menstrual cramps), headache, or toothache.

6. If a student has been given Tylenol or Motrin at school, the parents will be notified through a phone call or by sending a note home with the student and the dose will be logged by designated personnel on the Student Medication Log
7. Glucagon is an emergency diabetic medication used to raise blood sugar. IEA will comply with the requirements of Utah Code Ann. § 53A-11-604 in the event that IEA receives a glucagon authorization request from the parent or guardian of a student.
8. IEA will comply with the requirements of Utah Code Ann. § 26-41-101, et seq., regarding emergency injection for anaphylactic reactions, in the event any IEA personnel seeks to become a “qualified adult” under that provision.
9. IEA will comply with the requirements of Utah Code Ann. § 53A-11-603.5 regarding the emergency administration of seizure rescue medications, in the event any IEA personnel seeks to become a “qualified adult” under that provision.
10. In accordance with Utah Code Ann. § 26-55-104, IEA personnel may administer an opiate antagonist when acting in good faith to an individual whom the person believes to be experiencing an opiate-related drug overdose.

Self-Administration of Medication by Students

1. Students may possess and self-administer asthma medication and/or diabetes medication, as the case may be, if:
 - a. the student’s parent or guardian signs a statement authorizing the student to self-administer the medication and acknowledges that the student is responsible for, and capable of, self-administering the medication.
 - b. The student’s healthcare provider provides a written statement that it is medically appropriate for the student to self-administer the medication and be in possession of the medication at all times and the name of the medication prescribed for the student’s use is clearly designated.
2. IEA will provide an acceptable form for such requests.
3. Students are not prohibited from possessing one day’s dosage of a non-prescription medication where the students’ maturity level is such that he or she can reasonably be expected to properly administer the medication on his or her own.

Application of Sunscreen

1. Students may possess and self-apply sunscreen without a parent or physician’s authorization.
2. If a student is unable to self-apply sunscreen, an IEA employee may apply the sunscreen on the student if the student’s parent or legal guardian has provided written consent.

Date originally approved: 4/10/18