

The Center for Creativity, Innovation and Discovery

Administration of Medication Policy

Purpose and Philosophy

To authorize school personnel to administer medication to students and to provide immunity from liability for authorized personnel.

Policy

The Governing Board of the The Center for Creativity, Innovation and Discovery (“CCID”) recognizes that a student’s parent will most often administer medication to a student. However, it also recognizes that the health, age, or circumstances of a student may require the administration of medication by school personnel during the course of a school day.

Subject to the conditions of this policy, authorized school personnel may provide help with the administration of medication to students during periods when the student is under the control or supervision of the school and school personnel.

CCID requires that permission be given by appropriate signatures on the [School Medication Authorization Form](#) for any and all medication, prescription or over-the-counter, that a student brings to school. The only exception to this requirement is that CCID allows a student whose maturity level is such that he/she could reasonably be expected to self-administer over-the-counter medication appropriately to carry a one-day’s dosage of over-the-counter medication on his/her person in the original container and to self-administer this medication according to the following guidelines:

- *Medication shall be taken only as directed.*
- *Medication shall not be sold, shared, or otherwise given to others.*

Please note: School personnel will not administer prescribed narcotics for any reason.

As long as authorized personnel act in a prudent and responsible manner, school staff that provide such assistance in the administration of medication, in compliance with the licensed medical 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 the medication under this policy.

Definitions

Asthma medication means prescription or nonprescription, inhaled asthma medication.

Diabetes medication means insulin and/or other prescription or nonprescription medication used to treat diabetes, including related medical devices, supplies, and equipment used to treat diabetes.

Epinephrine auto-injector means a disposable drug delivery system with a spring-activated concealed needle that is designed for emergency administration of

epinephrine to provide, rapid, convenient first-aid for persons suffering a potentially fatal anaphylactic reaction.

Medication means a medicine or substance recognized by the FDA to have curative or remedial properties. Such medication must be administered under the direction of a licensed medical provider, and may be a prescribed or over the counter product intended for internal or external use.

Procedure for Administration of Medication at School

Prescription and/or nonprescription medication may be administered to a student only if:

- The student's parent or legal guardian has provided a completed, current, signed and dated School Medication Authorization Form that provides for the administration of medication to the student during regular school hours by school personnel.
- This request by form has been updated on a yearly basis, or whenever a change is made in the administration of medication.
- The student's licensed medical provider has also provided a signed and dated School Medication Authorization Form describing the method, amount, and time schedule for medication administration and the side effects that may be seen in the school setting from medication.
- The medication has been delivered to the school by the student's parent/guardian, or by a responsible adult (a one week's supply or more is recommended).
- Prescription medication has been placed in a container that has been properly labeled by a pharmacy.
- Nonprescription, over the counter medication, is in the original container and clearly labeled with child's name and dose, per doctor's order (a one week's supply or more is recommended).
- The medication is an oral medication, inhalant medication, eye or eardrop medication, gastrostomy, topical medication, epinephrine auto-injector, glucagon or insulin.
- Prescription and nonprescription medication specified in a student's IEP or 504-accommodation plan will be administered as outlined in the accommodation plan. However, parents and health providers must still complete the *School Medication Authorization Form* in advance of the administration of medication at the school.
- Prescription and over-the-counter medication must be current. **CCID will not administer or store expired medication.**

Please Note: School Personnel may not administer medications requiring alternative routes of administration, such as IV, rectal, or injection.

Actions of CCID Regarding the Administration of Medication:

CCID will send a letter annually to parents or guardians alerting them to the procedures included in this policy and to the existence and necessity of the School Medication Authorization Form.

CCID will designate staff to administer medication, in both general and specific instances, and will keep a record or form identifying the authorized staff by name and position.

CCID will arrange annual training with the school nurse for designated employees. This training will include:

- How to properly administer medication(s).
- Indications for the medication(s).
- Dosage and time of medication(s).
- Adverse reactions and side effects of medication(s).
- Proper maintenance of records.

CCID will notify a parent or guardian if medication is repeatedly refused or not given for some reason.

CCID will also promptly report any adverse reactions or medication error to the parent or guardian. If the parent or guardian is unavailable, the student's doctor will be called for further direction. **This adverse reaction or error must be documented as an "incident."**

CCID will require that designated staff sign that they have received medication administration training.

CCID will insure the proper maintenance of records pertaining to a student's daily administration of medication(s).

CCID will insure that designated school personnel keep School Medication Authorization Forms and that these forms are updated prior to any change in administration protocols for any given student.

CCID will place any medication documents, including the School Medication Authorization Form, in the student's cumulative file or special education file at the end of each year.

CCID will provide a secure location for the safekeeping of medications.

CCID will store in a safe and locked cabinet all medication(s) to be administered by school staff with the exception of those medications needing refrigeration or appropriately carried by a student in accordance with Utah State law.

Refusal to Administer Medication or Disposal of Medication

Unused medication(s) should be picked up within two weeks following notification of a parent or guardian or the school will dispose of the medication. In disposing of medication, two people must be present to record the medication, the amount of medication discarded, the date, and the manner of its disposal. This information will be

included with other medical information in the student's cumulative file.

Authorization for administration of medication by school personnel may be withdrawn by the school at any time after actual notification to a parent or guardian should problems or difficulties occur, such as:

- The parent/guardian has been non-compliant with the medication policy; or
- The student has been non-compliant with the medication policy by refusing medication repeatedly or frequently not coming for medication at the appointed time.

The withdrawal of medication for students on 504 accommodation plans or IEP can only occur after a re-negotiation meeting with the parent has taken place.

Student Self-Administration of Asthma, Diabetes Medication, or an Epinephrine or Auto-Injector

Utah State law allows students to carry and self-administer epinephrine auto injectors, asthma inhalers, and insulin as long as the student is under the care of a licensed physician and has been trained in self-administration of the appropriate medication.

A licensed physician and the parent or guardian of a student must sign the School Medication Authorization Form before a student will be allowed to carry and self-administer epinephrine auto injectors, asthma inhalers, and insulin at CCID.

Parents must understand their responsibilities related to the administration of medication by school personnel including the following:

- Completing a School Medication Authorization Form, providing medicine in an original container, and labeling medication with the child's name;
- Indicating time and dosage of medication administration;
- Signing a new School Medication Authorization Form if the medication or dosage changes;
- By completing the School Medication Authorization Form, parents acknowledge their understanding that:
 - School personnel may contact the healthcare provider regarding this medication;
 - Medication will be administered by someone who has been appointed by CCID other than a licensed nurse;
 - School personnel will never administer the 1st dose of a new medication or the 1st dose of a dosage change of any medication.

Note: Any misuse of asthma, diabetes medication, or an epinephrine auto-injector by any student may be subject to disciplinary action under CCID's *Discipline Policy*.