



SOLDIER HOLLOW

CHARTER SCHOOL

Procedures Regarding Student Illness and Administration of Medication During School Hours

The following is the SHCS Board Policy regarding illness and medications.

Illness: The school utilizes reasonable precautions to ensure a healthy environment for all students. Children will be kept home from school if they have one or more of the following: fever, vomiting, diarrhea, conjunctivitis (pink eye), stomach pain, sore throat, rash. Children must be free from the symptoms above for at least 24 hours before returning to school. Some communicable diseases require a longer exclusion from school. In the event that any of the previous symptoms appear in school, the following procedures will be followed:

- If a child becomes ill at school, he/she will be taken to the health office to be isolated from other children.
- The child's parents will be notified that their child is ill and must be picked up from school.
- Children are to be picked up within one hour of notification.
- If a parent cannot be reached, the emergency contact(s) will be called.
- In case of a serious or life threatening injury or illness, the school will call 9-1-1 for medical assistance. All efforts will be made to notify the parents immediately. Emergency personnel will decide if the child needs to be transported to a hospital. Soldier Hollow Charter School is not responsible for any bills incurred by calling emergency medical personnel.
- If a student feels ill but exhibits no obvious symptoms of illness, the school secretary may invite the student to rest in the office for 15 – 30 minutes to determine if the symptoms will subside. If the student is not feeling better after resting, the parents will be contacted to determine how the school should proceed. The student may either be sent back to class or the parent may be required to pick the student up from school.

Medications:

Soldier Hollow Charter School recognizes that parents or guardians and children (in the case of older students) have the primary responsibility for administering medication. However, from time to time a student will require assistance with medication during school hours due to a medical condition. In keeping with 53A-11-601, Utah Code, annotated 1953, the following procedures have been adopted by SHCS in order to provide for the administration of medication by school personnel. Your school principal or designee will provide you with needed assistance should this help be required for your student.

- The principal will designate staff to administer medication. In addition, the school administration will assume that only students with a current, completed, signed and dated Authorization of School Personnel to Administer Medication form will receive help from the school staff in the administration of medication.
- All medication should be given to students at home whenever possible. However, if necessary, some medications may be administered to students at school only upon the

specific written request of the student's parent or guardian and the child's medical doctor. If a student is required to take medication during school hours, the following procedures must be adhered to:

- A signed Authorization of School Personnel to Administer Medication form is required for Soldier Hollow Charter School staff to administer medication. (This form requires information from the student's health care provider regarding the methods, amount, duration, time schedule and possible side effects of the prescribed medication.)
- The parent or guardian must hand deliver the medication in the original container properly labeled by the pharmacist to one of the office staff. Students are not to carry any medication to or from school at any time.
- All medications must be delivered in the original pharmacy or manufacturer labeled container. The label must include: name of student, doctor, pharmacy, medication, the dosage, time of day to be given, method of administration, and the date of the prescription. This is to assure that the proper medication will be administered to your student. Parents must provide an adequate supply of medication to avoid interruption of treatment.
- Any medication not delivered in the appropriate containers cannot be administered and will be returned to the parent/guardian.
- All medication must be administered by the designated personnel in the exact dose and time frame listed on the prescription. A record of the amount, time, and person administering the medication must be kept for each student and medication.
- All medication and its accompanying prescription must be stored in a locked cabinet or a refrigerator, as appropriate, in the health office.
- Unused medication must be picked up from school by the parent/guardian at the end of the school year or it will be discarded.
- Expired medication will not be administered.
- Sharing of medications, even over-the-counter types, is not allowed at school.
- Any prescription or over-the-counter medication that by volume constitutes a medical or health hazard must be approved for use in the school.
- **Acetaminophen or Ibuprofen:** If a student has been given Acetaminophen or Ibuprofen at school, the parents will be notified through a phone call or by sending a note home with the student. Acetaminophen or Ibuprofen may be administered at school only if prior parental permission has been given through a signed Acetaminophen/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
 - toothache
- **NARCOTIC PAIN MEDICATION SHALL NOT BE KEPT AT SCHOOL, NOR ADMINISTERED BY SCHOOL PERSONNEL.** Any misuse of such medication may subject the student to disciplinary action under the School's Safe and Orderly Schools policy.
- Authorization for administration of medication by school personnel may be withdrawn by the school at any time following notice to you as a parent or guardian. In addition, school personnel who provide assistance as described above in substantial compliance with the 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 for

discontinuing the administration of the medication after informing student's parent or guardian.

- Students with health needs in grades pre K through 8th grade are allowed to carry epi-pens, inhalers, and insulin as needed and as appropriate, providing certain requirements are met as outlined in Utah State Code Section 53A-11-602 and 53A-11-604. Appropriate forms are available in the office as developed by the Utah Dept. of Health.
- As outlined in Utah State Code Section 26-41-104, at least one or more school personnel shall receive training from a qualified individual regarding the storage and emergency use of an epinephrine auto-injector, as well as all follow-up procedures such as calling 9-1-1 and notifying parents if possible.
- Upon receiving a signed statement from a parent/guardian of a student with diabetes certifying that glucagon has been prescribed for the student, the school will appropriately train required personnel in the administration of glucagon, as well as adhere to all related requirements as outlined in Utah State Code Section 53A-11-603.
- Students who have particular health concerns will be flagged with a Red Health Alert Folder which is kept in the office. This folder will have detailed instructions on the procedures to follow in case of an emergency, as well as any parental permission required. Teachers will receive a copy of these instructions as well. The health concerns of any student who has a Red Health Alert Folder will be discussed with the teachers, office staff, and the principal to ensure the child's needs are met.

Authorization of School Personnel to Administer Medication forms are available at the school office. If you have further questions or concerns, please contact the principal.