



Policy Type: Required
Policy Title: Administration of Medication
Effective: February 9, 2017

Purpose and Philosophy

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

Policy

The Lakeview Academy Board of Trustees recognizes that medication should be administered by the student or the student's parent/guardian. However, the Board of Education recognizes that the health of a student may require administration of medication 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.

As long as authorized personnel act in a prudent and responsible manner, school staff who provide assistance in substantial 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 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. The 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.

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Procedure for Administration of Medication at School

The following procedures are intended to facilitate the implementation of this policy.

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

1. The student's parent or legal guardian has provided a completed, current, signed and dated, "Authorization of School Personnel to Administer Medication," form providing for the administration of medication to the student during regular school hours. A current photograph of the student will also be provided and attached to the request. This request must be updated, at least, on a yearly basis, or whenever a change is made in the administration of medication.
2. The student's licensed medical provider has also provided a signed and dated "Authorization of School Personnel to Administer Medications" 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.
3. The medication is delivered to the school by the student's parent/guardian, or by a responsible adult. A one week's supply or more is recommended.
4. Prescription medication is in a container that has been properly labeled by a pharmacy.
5. Nonprescription, over the counter medication, is in the original container and clearly labeled with child's name and dose, per doctor's order on the container. A one week's supply or more is recommended.
6. The medication is an oral medication, inhalant medication, eye or ear drop medication, gastrostomy, rectal, or topical medication, epinephrine auto-injector, or glucagon and Insulin. Medications requiring other routes (IV, and other injectable medications) **cannot** be administered by school personnel.
7. Prescription and/or nonprescription medication specified in a student's IEP, 504 or IHP accommodation plans will be administered as outlined in the accommodation plan.

ADMINISTRATION OF NON-PRESCRIPTION MEDICATION

1. A school nurse or designated employee trained by the nurse, may dispense Acetaminophen (Tylenol) or Ibuprofen (e.g. Motrin, Advil) in accordance with Utah county Health Department (2014) and Lakeview Academy School Consult Physicians orders under the following circumstances:
 - a. Medications may be administered for such complaints as occasional headache or muscle aches.



b. Medications should not be administered for abdominal or chest pain, any severe pain or injury, or recurring health complaints. School nurse should be notified if student is requesting medication several times per week.

2. School personnel MUST obtain phone consent from the parent/legal guardian prior to and EACH TIME the medication is administered.

3. School personnel must document in the *Acetaminophen & Ibuprofen Administration* record the date and time, the students name, the name of the parent/guardian who was contacted, the name of the medication given, the dosage of that medication, and the initials of the person administering the medication. Dosage shall be given as per standing orders via Lakeview Academy's school physician and up to maximum dosage as follows:

a. Acetaminophen (Tylenol)

i. Grades K-6: up to 325 mg (1 adult tablet equivalent)

ii. Grades 7-9: up to 650 mg (2 adult tablets)

b. Ibuprofen (Advil or Motrin)

i. Grades K-6: up to 200 mg (1 adult tablet equivalent)

ii. Grades 7-9: up to 400 mg (2 adult tablets)

The director will:

1. Annually send a letter to the parent/guardian regarding medication administration in the schools.
2. Designate staff to administer medication. A record or form identifying the authorized staff by name and position will be kept in the medication administration book.
3. Arrange annual training with the school nurse for designated employees. This training will include:
 - a. How to properly administer medication(s).
 - b. Indications for the medication(s).
 - c. Dosage and time of medication(s).
 - d. Adverse reactions and side effects of medication(s).
 - e. Proper maintenance of records.
 - f. Designated personnel have the responsibility to administer medication to all students with a written physician's medication order. If a medication is repeatedly refused or not given, the parent/guardian must be notified.

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g. Any adverse reactions or medication error will be reported promptly to the parent/guardian. If the parent is unavailable, the student's doctor will be called for further direction. This adverse reaction or error must be documented.

h. Requirement that designated staff sign that they received medication administration training.

4. Ensure proper maintenance of records pertaining to the student's daily administration of medication(s).

. Each student must have his/her own record which includes an "Authorization of School Personnel to Administer Medication" and "Daily Medication Tracking" forms.

a. The "Daily Medication Tracking" form will show authorized signature and initials of designated staff and codes. All boxes must contain initials, codes or designation as non school day.

b. The "Daily Medication Tracking" form will show medication, dosage, time of day, and date. It will show how much medication has been delivered to the school by the parent and when. It may also show how much medication has been discarded (if necessary) and who witnessed it.

c. The "Daily Medication Tracking" form will be available to be viewed by parent/guardian upon request.

d. The medication documents will be placed in the student's cumulative file or special education file at the end of each year, forms are legal medical documents.

5. Provide a secure location for the safekeeping of medications.

. Medication(s) to be administered by school staff must be stored in a locked cabinet with the exception of those medications needing refrigeration.

a. Adequate temperature of all medication must be maintained.

b. Unused medication(s) should be picked up within two weeks following notification of parents/guardians or it will be disposed of by the school and recorded on the "Daily Medication Tracking" form. In disposing of medication, two people must be present to record the medication, amount of medication discarded, date and how discarded. Both witnesses must sign the "Daily Medication Tracking" form.

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

1. The parent/guardian has been non-compliant with the medication policy; or
2. The student has been non-compliant with the medication policy by:

a. refusing medication repeatedly; or

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- b. frequently not coming for medication at appointed time.
- 3. The withdrawal of medication for students on 504 accommodation plans or IEP can only occur after a renegotiation meeting with the parent has taken place.

Procedure for Audit of Medications at School

The following procedures are intended to facilitate the audit of the administration of medications under the direction of the Utah County Health Department.

- 1. A medication audit will be performed two times each school year and will be performed by the Director or designee.
- 2. The following areas will be included in the audit:
 - a. Medication permission forms in place and signed yearly by parent and medical provider.
 - b. Medication containers are properly marked for each medication with the student name, dosage, time, and current yearly date.
 - c. Medication is kept in a safe, secure storage cabinet/drawer.
 - d. Documentation of medication administration is in place.
- 3. At the conclusion of each audit, the results will be given to the school staff administering the medication, the school director, director of risk manager, and health department administration. The school nurse will retain a copy and a copy will be kept in the medication book.
- 4. Items not in compliance will be rectified within a two (2) week period with notification to the school nurse. If parent/guardian continues to be out of compliance with the medication policy, the school may withdraw authorization for administration of medication under this policy.

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

A student shall be permitted to possess and self-administer asthma medication, or diabetes medication, or an epinephrine auto-injector if:

- 1. The student's parent or guardian signs a statement authorizing the student to self-administer asthma or diabetes medication, or an epinephrine auto-injector; and acknowledging that the student is responsible for, and capable of, self-administering the asthma or diabetes medication, or an epinephrine auto-injector; and



2. The student's health care provider provides a written statement that states it is medically appropriate for the student to self-administer asthma or diabetes medication, or an epinephrine auto-injector and be in possession of the asthma or diabetes medication, the epinephrine auto-injector at all times; and the name of the asthma or diabetes medication prescribed or authorized for the student's use.
3. Any misuse of asthma or diabetes medication, or the epinephrine auto-injector by the student may be subject to disciplinary action.

Procedure for Audit of Student Self-Administration of Asthma or Diabetes Medication

An audit of self-administration of asthma or diabetes medication will be performed two times a year by the school director to ensure that the appropriate self-administration form is signed yearly by the parent and medical provider.

At the conclusion of each audit, the school director will retain a copy and a copy will be kept in the medication book.

Student Self-Administration of Medication

This policy does not prohibit a student from carrying his/her own medication to school in instances where the student's maturity level is such that he/she could reasonably be expected to appropriately administer the medication on his/her own. In such instances, the student may carry one day's dosage of medication on their person.

Any misuse of such medication by the student may be subject to disciplinary action according to policy and procedure.

Certification

The undersigned officers and/or directors of Lakeview Academy certify that this Administration of Medication policy was duly adopted as of February 9, 2017 and replaces all previous Administration of Medication policies.

Signature: _____

Print Name: _____

Title: _____

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Signature: _____

Print Name: _____

Title: _____

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