

Administration of Medication Policy

Purpose and Philosophy

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

Policy:

The Capstone Classical Academy Board of Trustees recognizes that medication should be administered by the scholar or the scholar's parent/guardian. However, the Board of Education recognizes that the health of a scholar 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 scholars during periods when the scholar 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 scholar 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.

"Opiate antagonist" means a prescription medication used according to the Opiate Overdoes Response Act.

"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.

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 scholar only if:

The scholar'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 scholar during regular school hours. A current photograph of the scholar 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.

The scholar'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.

The medication is delivered to the school by the scholar’s parent/guardian, or by a responsible adult. A one week’s supply or more is recommended.

Prescription medication is 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 on the container. A one week’s supply or more is recommended.

Controlled substances will not be administered by school personnel.

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.

Prescription and/or nonprescription medication specified in a scholar’s IEP, 504 or IHP accommodation plans will be administered as outlined in the accommodation plan.

The academy will: post on the website a policy and form designated for medication administration.

The director will:

Annually send a letter to the parent/guardian regarding medication administration in the schools.

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.

Arrange annual training with the school/district 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.

Designated personnel have the responsibility to administer medication to all scholars with a written physician's medication order. If a medication is repeatedly refused or not given, the parent/guardian must be notified.

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

Requirement that designated staff sign that they received medication administration training to include provisions of 53A-11-605 will be located inside the Medication Administration Book.

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

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

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.

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.

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

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

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.

Adequate temperature of all medication must be maintained.

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:

The parent/guardian has been non-compliant with the medication policy; or

The scholar has been non-compliant with the medication policy by:

- refusing medication repeatedly; or
 - frequently not coming for medication at appointed time.
1. The withdrawal of medication for scholars 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 Weber County Health Department. Office manager is responsible for weekly audit.

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 scholar 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 office manager 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. 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.

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

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

1. The scholar's parent or guardian signs a statement authorizing the scholar to self-administer asthma or diabetes medication, or an epinephrine auto-injector; and acknowledging that the scholar is responsible for, and capable of, self-administering the asthma or diabetes medication, or an epinephrine auto-injector; and
2. The scholar's health care provider provides a written statement that states it is medically appropriate for the scholar 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 scholar's use.
3. Any misuse of asthma or diabetes medication, or the epinephrine auto-injector by the scholar may be subject to disciplinary action.

Procedure for Audit of Scholar 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.

Scholar Self-Administration of Medication

This policy does not prohibit a scholar from carrying his/her own medication to school in instances where the scholar'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 scholar may carry one day's dosage of medication on their person.

Any misuse of such medication by the scholar may be subject to disciplinary action according to policy and procedure. Scholars may only medicate themselves.

See Utah Code 53A-11-601, 605; HB 208 S1