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Statement of.....

## **Policy and Responsibility**

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SUBJECT: STUDENT MEDICATION

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Assistance with student medication will be provided by the District as follows:

1. Upon receipt by the school principal or designated school official of a complete written authorization, documented on a specific form furnished by the District (see attached forms), and signed by the student's parents/guardian, the school will provide a safe storage place for the medication to be dispensed to the student, with the exception of self-administered inhaled asthma medication, self-administered diabetes medication, and self-administered epinephrine auto-injector. The written authorization shall contain the following information:
  - Name of student and date of birth;
  - Written consent from the parent or guardian to dispense the medication;
  - Name, address, and office telephone number of the physician prescribing the medication;
  - Name, address, and home and business telephone numbers of parent/guardian;
  - Name of drug, dosage, and time to be administered;
  - List of any side effects, provided by the doctor or pharmacist, which can or may occur due to the use of the drug with the necessary procedures to follow in case of a reaction.
2. The parent request and prescriber's statement must be resubmitted each school year the medication is to be continued. The school may dispense medication based on previous year's request for up to ten school days, if necessary, to allow the student's parent/ guardian time to obtain the prescriber's signed statement for the current school year.
3. The prescription drug to be dispensed must be delivered in the original container with the date it was dispensed, name, address, and telephone number of the pharmacy printed on the container.
4. All over-the-counter medication must contain instructions and a signature from the attending physician, written consent to dispense the medication from the parent/guardian.
5. The school will not accept or dispense any medication delivered to the school by the student, without the correct signed and authorized paperwork.

6. No changes in the dosage or medication will be allowed unless authorized in writing by the physician. The authorization must be dated and signed by the prescribing physician and include any instructions necessary for administering the medication.
7. All medication shall be furnished by the parent or guardian without cost to the district or any district personnel.
8. If there is an emergency and the student's parent/guardian and/or student's physician is unavailable, district personnel are requested to notify the nearest public emergency authority and to notify the District Office.
9. The school will follow these procedures for dispensing medications:
  - a. The school will maintain all medication under lock and key, or in a refrigerator not accessible to students, at all times, with the exceptions of self-administered inhaled asthma medication, self-administered diabetes medications, and self-administered epinephrine auto-injector.
  - b. All school personnel administering prescribed medication will receive in-service training from the school nurse or authorized representative.
  - c. A record of all medication given to a student will be documented by dosage, time, day, month, and signed by the individual giving the medication on the attached 'Individual Student Medication Log';
  - d. A binder or folder will be kept at each individual school to hold all of the authorization forms and the Individual Student Medication Log.
  - e. The authorization form and Individual Student Medication Log(s) will be left in the binder/folder at the end of each school year. This binder/folder is then archived according to the most recent record retention guidelines in the Utah Code.
10. Elementary students will not be allowed to carry any medications at any time, except for self-administered inhaled asthma medication, insulin pumps, and insulin pens. In order to carry self-administered inhaled asthma medication, insulin pumps, or insulin pens, students must fully comply with the requirements identified in the next sections of this policy.
11. Secondary students will be allowed to carry one or two doses of non-prescription medication on their person. No prescription or over-the-counter containers will be allowed to be in the possession of the student. In order to carry self-administered inhaled asthma medication, self-administered diabetes medication, or self-administered epinephrine auto-injector, secondary students must fully comply with the requirements identified in the next sections of this policy. Any other exceptions to this procedure need to be approved by the school principal or designee.
12. Authorization for administration of medication by school personnel may be withdrawn by the school principal after consultation with the school nurse any time following actual notice to the student's parent or guardian.
13. All medication delivered to the school pursuant to this Student Medication Policy that remains in the possession of the school, must be reclaimed by the parent or legal guardian by the last day of the school year. No unused medication will be released to the student. The school secretary will notify parents by phone one week prior to the last day of school to pick-up unused medication. All unclaimed medication shall be destroyed by the principal or authorized school representative.

### **Self-Administered Inhaled Asthma Medication:**

Students are permitted to possess and self-administer inhaled asthma medication under the following conditions:

1. The student's parent/guardian provides written authorization and an acknowledgment that the student is responsible for and capable of self-administering the inhaled asthma medication on a form provided by the Utah Department of Health ~~and USOE~~.
2. The student's health care provider provides a written statement indicating it is medically appropriate for the student to self-administer inhaled asthma medication and to be in possession of an inhaled asthma medication at all times on a form provided by the Utah Department of Health ~~and USOE~~.

### **Possession of and Self-Administration of Diabetes Medication**

Students are permitted to possess, or possess and self-administer diabetes medication under the following conditions:

1. The student's parent/guardian provides to the school principal a complete written authorization, authorizing the student to possess or possess and self-administer diabetes medication; and acknowledges that the student is responsible for, and capable of possessing or possessing and self-administering diabetes medication. This must be completed on form(s) provided by the Utah Department of Health ~~and USOE~~; and
2. The student's health care provider provides to the school principal a complete written authorization indicating it is medically appropriate for the student to possess or possess and self-administer diabetes medication and that the student should be in possession of diabetes medication at all times; and the name of the diabetes medication prescribed or authorized for the student's use, on a form provided by the Utah Department of Health ~~and USOE~~.

### **Administration of Glucagon**

Glucagon, an emergency diabetic medication used to raise blood sugar, may be administered during school hours under the following conditions:

1. The student's parent/guardian and the student's health care provider provide to the school principal the complete written Murray School District Standard Medication Authorization Form, certifying that glucagon has been prescribed for the student and requesting the administration of glucagon in an emergency to the student.
2. The student's parent/guardian provide to the school principal the complete written Glucagon Authorization Form provided by the Utah Department of Health ~~and USOE~~.
3. The student's parent/guardian and the student's health care provider provide to the school principal the complete written authorization Diabetes Medication Form provided by the Utah Department of Health ~~and USOE~~.
4. The principal shall designate a minimum of two employees who volunteer to be responsible for administering glucagon to the student.
5. District nurses may delegate glucagon administration to employees who are not licensed as health professionals, as permitted by the rules of the Utah Nurse Practice Act and in accordance with the standards of the nursing professionals.

6. School personnel who provide or receive training and act in good faith are not liable in a civil or criminal action for an act taken or not taken in respect to the administration of glucagon, according to Code 52 A-11-603.
7. Employee volunteers will be trained by district school nurses, following state guidelines from the health department.
8. The person who administers the glucagon shall direct a responsible person to call 911 and make every effort to contact the parents or guardians.

### **Emergency Injection for Anaphylactic Reaction – Epinephrine Auto-Injector**

School personnel are permitted to be trained in the use of an epinephrine auto-injector under the following conditions:

1. Upon receiving written request from a parent/guardian, elementary and secondary school principals shall designate two or more school personnel who volunteer to receive initial and annual refresher training from the school nurse regarding the storage and emergency use of an epinephrine auto-injector.
2. Employee volunteers will be trained following state guidelines.
3. The trained employee who administers the epinephrine auto injector shall ensure initiation of emergency medical services and make every effort to contact parents/guardian.
4. School personnel who receive training and act in good faith are not liable in any civil or criminal action for act taken or not taken in respect to an anaphylactic reaction.

School personnel trained in the use of an epinephrine auto-injector may administer an epinephrine auto-injector to a specified student under the following conditions:

1. The student's parent/guardian provide to the school principal a complete written authorization for administration documented on the Murray School District Student Medication Authorization Form.
2. Procedure concerning assistance with student medication is followed as outlined in board policy.

Students are permitted to possess and self-administer epinephrine auto-injectors under the following conditions:

1. The student's parent/guardian provide written authorization and an acknowledgement that the student is responsible for and capable of being in possession of and self-administering the epinephrine auto-injector medication on a form provided by Murray School District.
2. The student's health care provider provides a written statement indicating it is medically appropriate for the student to be in possession of the epinephrine auto-injector at all times and self-administer the epinephrine auto-injector on a form provided by Murray School District.