

ROCKWELL CHARTER SCHOOL

Administration of Medication Policy

Purpose and Philosophy

The Board of Directors of Rockwell Charter School has provided this policy to authorize and guide school personnel in the administration of medication at school and to provide immunity from liability for authorized personnel acting appropriately under this policy. In establishing this policy, the Board of Directors is acting in accordance with Utah Administrative Code 53G-9-502, Administration of Medication to Students.

Policy

The Governing Board of Rockwell Charter School recognizes that a student's parent will most often administer medication to a student. However, it also recognizes that students spend much time at school, and 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.

Per Utah Administrative Code 53G-9-502, the school allows for the administration of medication to any student during periods when the student is under control of the school, subject to the following conditions:

- That the school designate volunteer employees who may administer medication;
- That designated volunteer employees be trained by the school nurse in the administration of medication;
- That the medicine at school is properly identified and kept safe;
- That records of medication administration are maintained; and,
- That the school nurse be notified of any medication that will be administered to students.

Furthermore, the school allows for medication to be administered to a student at school if:

- The student's parent has provided a current written and signed request that medication be administered during regular school hours to the student; and,
- The student's licensed healthcare provider has prescribed the medication and provides documentation as to the method, amount, and time schedule for administration, and a statement that administration of medication by school employees during periods when the student is under the control of the school is medically necessary.

Authorization May Be Withdrawn with Notice

Authorization for administration of medication by school personnel may be withdrawn by the school at any time following actual notice to the student's parent.

Prohibition on Administration of Narcotics or Psychotropic Drugs

School personnel will not administer prescribed narcotics or psychotropic drugs at school for any reason.

Prohibition on Administration of a First Dose or Dosage Change

School personnel will never administer the 1st dose of a new medication or the 1st dose of a dosage change of any medication.

Liability

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. School personnel who provide assistance for the administration of medication in substantial compliance with the licensed healthcare provider's written prescription and the employers of these school personnel are not liable, civilly or criminally, for:

- Any adverse reaction suffered by the student as a result of taking the medication; and,
- Discontinuing the administration of the medication per Utah Administrative Code 53G-9-502.

Written Permission Required

The school requires that permission be given by appropriate signatures on the School Medication Authorization Form for any and all medication, prescription or over-the-counter medication that a student brings to school.

Self-Administration of Medication

The school allows a student whose maturity level is such that the student 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 the student's person in the original container and to self-administer this medication according to the following guidelines:

- The medication shall be taken only as directed; and,
- The medication shall not be sold, shared, or otherwise given to others.

The school also allows for a student whose maturity level is such that the student could reasonably be expected to self-administer prescription medication appropriately to carry an appropriate dosage and the equipment necessary to administer the medication if:

- Allowed by Utah state law;
- Parents/Guardians have completed the Medication Authorization Form;
- Medicine is in its original container and reflects appropriate doses;
- Self-administration is necessary and appropriate to ensure a student's health;
- And all other provisions of this policy have been and continued to be followed related to self-administration of medication.

Any misuse of self-administered medication such as asthma, diabetes medication, or an epinephrine auto-injector by a student may be subject to disciplinary action under the school's Discipline Policy.

Administration of Glucagon

Parents must sign the Authorization of Medication form in order for school personnel to administer glucagon to a student with diabetes.

- The authorization must include a certification that glucagon has been prescribed for the student;
- A request that the school identify and train school personnel who volunteer to be trained in the administration of glucagon; and,
- An authorization for the school to administer glucagon in an emergency to the student in accordance with this policy.

The school will, within a reasonable time after receiving a glucagon authorization, train two or more school personnel who volunteer to be trained in the administration of glucagon, with training provided by the school nurse or another qualified, licensed medical professional. The school shall assist and may not obstruct the identification or training of volunteers under the policy. Training in the administration of glucagon shall include:

- Techniques for recognizing the symptoms that warrant the administration of glucagon;
- Standards and procedures for the storage and use of glucagon;
- Other emergency procedures, including calling 911 and contacting, if possible, the student's parent; and,
- Written materials covering the information required under this policy which shall also be retained by the school.

Permissions in the Administration of Glucagon

The school permits students or school personnel to possess or store prescribed glucagon so that it is available for administration in an emergency in accordance with this policy. School personnel who provide or receive training in accordance with this policy and act in good faith are not liable in any civil or criminal action for any act taken or not taken under the authority of this section with respect to the administration of glucagon.

A nurse, physician, physician assistant, or pharmacist who, in good faith, trains non-licensed volunteers to administer glucagon in accordance with this policy is not subject to the unlawful or unprofessional conduct provisions of Title 58, Occupations and Professions. Allowing a trained school employee volunteer to administer glucagon in accordance with this policy does not constitute unlawful or inappropriate delegations under Title 58, Occupations and Professions.

Administration of Seizure Rescue Medication

Parents must sign a Seizure Rescue Authorization form in order for school personnel to administer seizure rescue medication to a student. The authorization must include a student's Section 504 accommodation plan that certifies the following:

- A prescribing healthcare professional, as that individual has been defined in Utah Administrative Code 53G-9-505, has prescribed a seizure rescue medication for the student;
- The student's parent has previously administered the student's seizure rescue medication for the student;
- The student has previously ceased having full-body, prolonged or convulsive seizure activity as a result of receiving the seizure rescue medication;
- A description of the specific rescue medication authorized for the student, including the indicated dose, and instructions for administration;
- A request that the student's public school identify and train school employees who are willing to volunteer to receive training to administer a seizure rescue medication in accordance with this policy.
- An authorization that a trained school employee may administer a seizure rescue medication in accordance with this policy.

This policy defines "seizure rescue medication" as a medication, prescribed by a prescribing healthcare professional, to be administered as described in a student's seizure rescue authorization, while the student experiences seizure activity. A seizure rescue medication does not include a medication administered intravenously or intramuscularly.

After receiving a seizure rescue authorization, the school shall:

- Inform school employees of the opportunity to be a school employee volunteer;
- Provide training to each school employee who volunteers, using the training program described in Utah Administrative Code 53G-9-505.

The school will neither obstruct a school employee volunteer from identification or training, nor compel an employee volunteer to become trained in medication administration related to seizure rescue medication.

A trained school employee volunteer may possess or store prescribed seizure rescue medication. A trained school employee volunteer may administer a seizure rescue medication to a student with a seizure rescue authorization if:

- The student is exhibiting a symptom, described on the student's seizure rescue authorization, that warrants the administration of a seizure rescue medication; and,
- A licensed healthcare professional is not immediately available to administer the seizure rescue medication.

Permissions in the Administration of Seizure Rescue Medication

A trained school employee volunteer who administers a seizure rescue medication shall direct an individual to call 911 and take other appropriate actions in accordance with the training required above. A trained school employee volunteer who administers a seizure rescue medication in accordance with this section in good faith is not liable in a civil or criminal action for an act taken or not taken under this policy.

A nurse, physician, physician assistant, or pharmacist who, in good faith, trains non-licensed volunteers to administer seizure rescue medication in accordance with this policy is not subject to the unlawful or unprofessional conduct provisions of Title 58, Occupations and Professions. Allowing a trained school employee volunteer to administer a seizure rescue medication in accordance with this policy does not constitute unlawful or inappropriate delegations under Title 58, Occupations and Professions.

Diabetes Medication and Self-Administration

Per Utah Administrative Code 53G-9-506, the school permits a student to possess or possess and self-administer diabetes medication, which is defined as prescription or non-prescription medication used to treat diabetes, including related medical devices, supplies, and equipment, if:

- The student's parent provides written authorization allowing the student to possess or possess and self-administer diabetes medication;

- The student's parent acknowledges that the student is responsible for, and capable of, possessing or possessing and self-administering the diabetes medication;
- The student's healthcare provider provides a written statement that states:
 - It is medically appropriate for the student to possess or possess and self-administer diabetes medication;
 - That the student should be in possession of diabetes medication at all times; and,
 - The name of the diabetes medication prescribed and authorized for the student's 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 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 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 administering the 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 the 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 ear drop 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 Medication Authorization Form in advance of the administration of medication at the school. Prescription and over-the-counter medication must be current. The school will not administer or store expired medication.

School staff may not administer medications requiring alternative routes of administration, such as IV, rectal, or injection.

Notification of Medication Authorization Form

The school 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 Medication Authorization Form.

Additional Procedures and Training

The school will identify and train 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. The school will also arrange annual training with the School Nurse for designated employee volunteers. This training will include all training required by law for specific medication administration and the following:

- 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.

The school will also follow the procedures below for managing the administration of medication at school:

- The school will notify a parent or guardian if medication is repeatedly refused or not given for some reason;
- The school will promptly report any adverse reactions or medication error to the parent or guardian. If a parent or guardian is unavailable, the student's doctor will be called for further direction. Any adverse reaction or error must be documented as an "incident."
- The school will require designated staff to sign that they have received medication administration training.
- The school will ensure the proper maintenance of records pertaining to a student's daily administration of medication(s).
- The school will ensure that the Medication Authorization Forms are updated prior to any change in administration protocols for any given student.
- The school will place any medication documents, including the Medication Authorization Form, in the student's cumulative file or special education file at the end of each year.

- The school will store in a safe and locked cabinet all medication(s) to be administered by school staff. Exceptions to this protocol include those medications needing refrigeration; those medications appropriately carried by a student in accordance with Utah State law; and those medications that are stored properly but need to be readily accessible to all designated staff in the event of a health episode or emergency.

Disposal and/or Refusal to Administer 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.

Exceptions to Refusal to Administer Medication

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 Medication Authorization Form before a student will be allowed to carry and self-administer epinephrine auto injectors, asthma inhalers, and insulin at the school.

Parental Responsibilities Related to the Administration of Medication

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

- Completing a Medication Authorization Form;
- Providing medicine in an original container, and labeling medication with the child's name;
- Indicating time and dosage of medication administration per the healthcare provider's instruction;
- Signing a new Medication Authorization Form if the medication or dosage changes;
- By completing the 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 the school 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.

Adopted: October 25, 2023