

## POLICY 5065

### Administration of Medication

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

1. Employees of the District may administer medication to a student during periods when the student is under the control of the school, subject to the following conditions:
2. Prescription and/or over-the-counter medication may be administered to a student only if:
  - a. The student's parent has provided a completed, current, signed and dated "School Medication Authorization Student Medication Authorization" (Utah Department of Health and Human Services) form providing for the administration of medication to the student during regular school hours. This requirement must be updated at the beginning of each school year (within the first ten school days) and whenever a change is made in the administration of medication.
  - b. The student's licensed medical provider has also signed and dated the "School Medication Authorization Student Medication Authorization" form stating the name, method of administration, dosage, time to be given, side effects that may be seen in the school setting from the medication, and the necessity for administering.
  - c. The medication is delivered to the school by the student's parent, or authorized adult.
  - d. The prescription medication is in a container that has been properly labeled by a pharmacy with the name of the student, the name of the physician, the name of the medication, the amount to be given (dose), and the duration of the treatment.
  - e. The nonprescription over-the-counter medication is in a sealed, 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 recommended. The medication must not be expired.
- 1) Nonprescription over the counter medications shall include but not be limited to, sunscreen or any alternative, herbal, or homeopathic substances. Each shall be in the original container and clearly labeled with child's name, and dose, per doctor's order. Alternative, herbal, or homeopathic substances will

be administered by the student, under supervision of school staff, in grades K-7.

3. All medication provided to the school is to be kept in a secure location under lock and key. All controlled substances, Schedule II, III, and IV medications will be double locked.
  4. Insofar as possible, one person shall be assigned the responsibility of administering student medication **including but not limited to, asthma medication, diabetes medication, and glucagon. (Students may possess and self-administer epinephrine nasal spray.)**
  5. A record including the type of medication, amount, and the time and day it was administered must be kept for each student receiving medication at school. The person administering the medication must sign the record each time medication is given.
  6. Students are not to carry or self-administer prescription medication on school premises unless it is expressly ordered by the student's physician because of life threatening circumstances. (Refer to 1. above)
  7. 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.
  8. The Board may consult with the Department of Health and other health professionals to determine:
    - a. Designation of employees who may administer medication.
    - b. Proper identification and safekeeping of medication.
    - c. **Training of designated employees.**
    - d. Maintenance of records of administration.
  9. School personnel shall substantially comply with the physician's or dentist's written statement in order that they and the district and Board may take full advantage of the immunity from liability granted under [Utah Code § 53G-9-502\(3\)](#).
- B. Emergency Medication Administration (These must all be followed by a 911 call)
1. Intranasal Naloxone

- a. It is the policy of Box Elder School District to provide assistance to any person(s) who may be suffering from an opioid overdose. According to the [Utah Code § 26-55-102\(10\) – Opiate Overdose Response Act](#) – schools would be under the category “overdose outreach provider” as defined in (f) “an organization providing support services for an individual, or a family of an individual, with a substance use disorder”. The delegation of this medication by school nurses would be covered under the [Nurse Practice Act Rules](#). A school nurse may give intranasal Naloxone and also may train resource officers to administer the intranasal Naloxone as well. Those administering shall make every reasonable effort, to include the use of Naloxone combined with rescue breaths, to revive the victim of any apparent overdose.

## 2. Administration of Opiate Antagonist Medication

- a. A person who acts in good faith to administer an opiate antagonist to an individual that the person believes is experiencing an opiate-related drug overdose event is not liable for civil damages for acts or omissions made as a result of administering the opiate antagonist.

[Utah Code § 26B-5-509\(1\)\(a\)\(ii\) \(2023\)](#)  
[Utah Code § 53G-9-502\(4\)\(c\) \(2025\)](#)

- b. Naloxone in the Box Elder School District is provided through a grant from the Bear River Health Department.

## 3. Epinephrine Auto-injectors (EAI's)

- a. The District will maintain stock of EAI's with standing order, signed each year by the medical director, for nursing staff and trained volunteers to administer to student or staff that appear to be having a severe allergic reaction (anaphylaxis) but do not have a patient specific order at school.
- b. Training is online with One Shot to Live and is administered by school nurses with return demonstration as part of that training.

## 4. Administration of Glucagon

- a. ~~The following provisions govern administration of glucagon in place of the provisions set forth above under “Administering Medication.” A glucagon authorization shall include a signed statement from a parent of a student with diabetes:~~

~~1) Certifying that glucagon has been prescribed for the student;~~

- ~~2) Requesting that the school identify and train school personnel who volunteer to be trained in the administration of glucagon; and~~
  - ~~3) Authorizing the administration of glucagon in emergency situations to the student.~~
- ~~b. After receiving a glucagon authorization from a student's parent, the school shall:~~
- ~~1) Within a reasonable time, 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;~~
  - ~~2) Allow all interested personnel to receive training in the administration of glucagon. Training in the administration of glucagon shall include:~~
    - ~~a) Techniques for recognizing the symptoms that warrant the administration of glucagon;~~
    - ~~b) Standards and procedures for the storage and use of glucagon;~~
    - ~~c) Other emergency procedures, including calling the emergency 911 and contacting, if possible, the student's parent.~~
  - ~~3) Retain for reference the written materials prepared for training personnel;~~
  - ~~4) Permit a student and/or school personnel to possess or store prescribed glucagon so that it will be available for administration in an emergency;~~
- ~~c. A person who has received glucagon administration training may administer glucagon at a school or school activity to a student with a glucagon authorization if:~~
- ~~1) The student is exhibiting the symptoms that warrant the administration of glucagon; and~~
  - ~~2) A licensed health care professional is not immediately available.~~
- ~~d. A person who administers glucagon in accordance with this policy shall direct a responsible person to call 911 and take other appropriate actions in accordance with his or glucagon administration training.~~
- ~~e. School personnel who provide or receive training under this policy and pursuant to Utah Code § 53G-9-504 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 § 53G-9-504 with respect to the administration of glucagon.~~

~~Utah Code § 53G-9-504 (2019)~~

~~Utah Code § 53G-9-502(4)(a) (2024)~~

## 5. Administration of Seizure Rescue Medications

- a. The following provisions govern administration of seizure rescue medication in place of the provisions set forth above under “Administering Medication.” “Seizure rescue medication” is medication prescribed by a health care professional which is given as set out in a student’s rescue seizure authorization while a student is experiencing seizure activity. It does not include medication given intravenously or intramuscularly.
- b. In accordance with requirements set forth in Utah Code § 53G-9-505, a “seizure rescue authorization” is a student’s individualized healthcare plan which ~~allowing seizure rescue medications to be in the school setting, the following guidelines will be followed:~~
  - 1) ~~Certifies that:~~
    - a) A prescribing health care professional has prescribed a seizure rescue medication for the student.
    - b) A student’s parent has previously administered the student’s seizure rescue medication in a non-medically supervised setting without complication.
    - c) The student has previously ceased having full body prolonged or convulsive seizure activity as a result of receiving the seizure rescue medication.
  - 2) Describes the specific seizure rescue medication authorized for the student, including the indicated dose and instructions for administration; and
  - 3) Requests that the school identify and train school personnel who volunteer to be trained to administer seizure rescue medication; and
  - 4) Authorizes a trained school employee volunteer to administer seizure rescue medication to the student.
- c. After receiving a seizure rescue authorization from a student’s parent, the school shall:

- 1) Inform school employees of the opportunity to be a school employee volunteer to administer seizure rescue medication;
  - 2) Provide for training of each volunteer in the administration of seizure rescue medication, with training provided by the school nurse or another qualified, licensed medical professional. The training shall be according to the program developed by the Utah Department of Health and Human Services, which will include:
    - a) Techniques for recognizing the symptoms that warrant the administration of a seizure rescue medication;
    - b) Standards and procedures for the storage of a seizure rescue medication;
    - c) Other emergency procedures, including calling 911 and contacting the student's parent or guardian;
    - d) An assessment to determine competency to administer seizure rescue medication;
    - e) An annual refresher training component; and
    - f) Written materials describing this information.
  - 3) Retain for reference the written materials prepared for training personnel; and
  - 4) Permit school personnel to possess or store prescribed seizure rescue medication so that it will be available for administration.
- d. A volunteer school employee who has received the required training may administer seizure rescue medication to a student with a seizure rescue authorization if:
- 1) The student is exhibiting a symptom, described on the student's seizure rescue authorization, that warrants the administration of a seizure rescue medication; and
  - 2) A licensed health care professional is not immediately available.
- e. A person who administers a seizure rescue medication in accordance with this policy shall direct a responsible person to call 911 and take other appropriate actions in accordance with the seizure rescue medication administration training.

- f. A volunteer school employee who in good faith administers a seizure rescue medication in accordance with this policy and [Utah Code § 53G-9-505](#) is not liable in a civil or criminal action for an act taken or not taken under that authority.
- g. [Policy 5005 Safe Schools Student Discipline - Behavior](#), and [Policy 5290 Student Discipline: Drugs, Alcohol, Tobacco](#) do not apply to the possession of a seizure rescue medication.

#### 6. Administration of Adrenal Crisis Rescue Medication

- a. The following provisions govern administration of adrenal crisis rescue medication in place of the provisions set forth above under “Administering Medication.” “Adrenal crisis rescue medication” is medication prescribed by a health care professional which is given as set out in a student’s adrenal crisis rescue authorization during adrenal crisis activity.
- b. An “adrenal crisis rescue authorization” is a student’s individualized healthcare plan which:
  - 1) Certifies that a prescribing health care professional has prescribed an adrenal crisis rescue medication for the student; and
  - 2) Describes the specific adrenal crisis rescue medication authorized for the student, including the indicated dose and instructions for administration; and
  - 3) Requests that the school identify and train school personnel who volunteer to be trained to administer adrenal crisis rescue medication; and
  - 4) Authorizes a trained school employee volunteer to administer adrenal crisis rescue medication to the student.
- c. After receiving an adrenal crisis rescue authorization from a student’s parent, the school shall:
  - 1) Inform school employees of the opportunity to be a school employee volunteer to administer adrenal crisis rescue medication;
  - 2) Provide for training of each volunteer in the administration of adrenal crisis rescue medication, with training provided by the school nurse or another qualified, licensed medical professional. The training shall be according to the program developed by the Utah Department of Health and Human Services, which will include:

- a) Standards and procedures for the storage of an adrenal crisis rescue medication;
  - b) Other emergency procedures, including calling 911 and contacting the student's parent or guardian;
  - c) An assessment to determine competency to administer adrenal crisis rescue medication;
  - d) An annual refresher training component; and
  - e) Written materials describing this information.
- 3) Retain for reference the written materials prepared for training personnel; and
- 4) Permit school personnel to possess or store prescribed adrenal rescue medication so that it will be available for administration.
- d. A volunteer school employee who has received the required training may administer adrenal crisis rescue medication to a student with an adrenal crisis rescue authorization if:
- 1) The student is exhibiting a symptom, described on the student's adrenal crisis rescue authorization, that warrants the administration of an adrenal crisis rescue medication; and
  - 2) A licensed health care professional is not immediately available.
- e. A person who administers an adrenal crisis rescue medication in accordance with this policy shall direct a responsible person to call 911 and take other appropriate actions in accordance with the adrenal crisis rescue medication administration training.
- f. A volunteer school employee who in good faith administers an adrenal crisis rescue medication in accordance with this policy and Utah Code § 53G-9-507 is not liable in a civil or criminal action for an act taken or not taken under that authority.
- g. [Policy 5005 Safe Schools Student Discipline - Behavior](#), and [Policy 5290 Student Discipline: Drugs, Alcohol, Tobacco](#) do not apply to the possession of an adrenal crisis rescue medication.

[Utah Code § 53G-9-507 \(2024\)](#)  
[Utah Code § 53G-9-502\(4\)\(d\) \(2025\)](#)



## 7. Application of Sunscreen

- a. If a student is unable to self-apply sunscreen, a volunteer school employee may apply the sunscreen on the student if the student's parent provides written consent for that assistance. If such consent has been given, neither the volunteer school employee nor the District are liable for an adverse reaction suffered by the student as a result of sunscreen application or for discontinuing the application of sunscreen at any time.

[Utah Code § 53G-9-208\(3\), \(4\) \(2020\)](#)