

POLICY 5065

Administration of Medication

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

1. 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 of School Personnel to Administer Medication~~" (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 of School Personnel to Administer Medication~~" 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.
 - e. The nonprescription over-the-counter medication is in **a sealed, 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 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.

2. 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.
 3. Insofar as possible, one person shall be assigned the responsibility of administering student medication.
 4. 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.
 5. 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)
 6. 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.
- B. The Board may consult with the Department of Health and other health professionals to determine:
1. Designation of employees who may administer medication.
 2. Proper identification and safekeeping of medication.
 3. Maintenance of records of administration.
- C. 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\(3\)](#).
- D. 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.
- b. Naloxone in the Box Elder School District is provided through a grant from the Bear River Health Department.
2. 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.
3. 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 ~~student's public~~ 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\(4\)\(a\) \(2024\)](#)

4. Seizure Rescue Medications

- a. In accordance with requirements set forth in [Utah Code § 53G-9-505](#) allowing seizure rescue medications to be in the school setting, the following guidelines will be followed:
- 1) A prescribing health care professional has prescribed a seizure rescue medication for the student.
 - 2) A student's parent has previously administered the student's seizure rescue medication in a non-medically supervised setting without complication.

- 3) The student has previously ceased having full body prolonged or convulsive seizure activity as a result of receiving the seizure rescue medication.