

I. PURPOSE

The purpose of this policy is to delineate the responsibilities of Athlos Academy with regard to the administration of medication to students.

II. POLICY

A. In such cases, medication may be administered by the licensed school nurse, health services personnel, or designated volunteer employees whom the licensed school nurse has properly trained, in accordance with Utah Code § 53A-11-601.

1. Employees cannot be compelled to volunteer to be trained by the licensed school nurse in the administration of medication.

B. At all times, two authorized personnel must administer the correct dosage and record the information on the *Authorization to Administer Medication* form.

C. Parent/guardian(s) must provide written consent for administering medication:

1. In the *Authorization to Administer Medication* form;
2. Requesting that medication be administered during regular school hours to the student; and
3. Including a signed notice by the student's physician prescribing the medication and providing documentation as to the method, amount, and time schedule for administration; and

a. A statement that administration of medication by school employees during periods when the student is under the control of the school is medically necessary.

4. This authorization may be withdrawn by the school at any time following actual notice to the student's parent or guardian.

D. The designated nurse shall be notified of medication that will be administered to students.

E. Medication may only be administered if the following conditions are satisfied:

1. Prescription medications must be prescribed to the student as noted on the original label and will be administered as prescribed on the label.

Medication Administration Policy

2. Medication must be labeled clearly and admitted through the front office first.
3. Medication must be kept in the front office in a locked cabinet, and must be in the original bottle.
4. Administer the medication according to the “six rights”:
 - a. Right student;
 - b. Right time (within 30 minutes before and 30 minutes after the medication is scheduled unless otherwise specified);
 - c. Right medicine;
 - d. Right dose;
 - e. Right route; and
 - f. Right documentation.
5. Upon administration of the medication, two (2) school personnel must be present and sign off on the tracking portion of the *Authorization to Administer Medication* form.

F. Self-administration of medicine:

1. The *Self-Administration of Medication* form must be completed and signed by the student’s parent/guardian and the student’s physician.
2. If student is permitted to self-administer medicine, student may only carry one dose at a time, excepting for students who require asthma medication as specified in Utah Code § 53A-11-602 or diabetes medication as specified in Utah Code § 53A-11-604.
3. A physician’s note is required for self-administration of medication and is only valid for one year.

G. The requirements of sections B, C, and E of this policy do not apply to emergency administration of glucagon or seizure rescue medication, subject to the requirements of Utah Code § 53A-11-603 and Utah Code § 53A-11-603.5, respectively.

H. Athlos Academy and the employee who administers the medication, in compliance with the physician’s written prescription, are not liable, civilly or criminally, for:

1. Any adverse reaction suffered by the student as a result of taking the medication; and
2. Complying with the written authorization of the student’s parent/guardian(s) to discontinue the administration of medication.