

# 503: Medication Administration to Students Policy

## 1. Purpose:

To establish policy and procedures for the safe administration of medication to students and self-administration of medication by a student during school hours in accordance with Utah Code [53A-11-601](#).

## 2. Policy:

2.1. St. George Academy will provide training by nurses, and other health professionals when deemed necessary, to authorized personnel for safe administration of medication as prescribed by the student's physician, dentist, nurse practitioner, or physician assistant for the purpose of maintaining student health during school hours.

2.2. St. George Academy will permit a student to keep medication in his/her possession and to self-administer medication as prescribed by the student's physician, dentist, nurse practitioner, or physician assistant for the purpose of maintaining student health during school hours, as long as all school forms have been completed.

2.3. St. George Academy has the right to refuse a request for medication administration.

2.4. The authorized personnel cannot be held liable for adverse reactions suffered by the student after administering the medication as prescribed.

2.4.1. The authorized personnel cannot be held liable for being unable to administer the medication when:

- (a) the student does not come to the office after being reminded of the medication schedule
- (b) there are discrepancies between parent and or practitioner authorizations and pharmaceutical supplies and or receptacles
- (c) the parent fails to bring in needed medication
- (d) the parent requests to stop the medication for miscellaneous reasons
- (e) the parent makes a change in the regime without the proper school forms.

## 3. Procedure:

3.1. St. George Academy as consulted with the Department of Health and other appropriate health professionals and adopted policies that provide for the delegation of medication administration by nurses to trained school personnel.

3.2. Medication cannot be administered by personnel until they have received the training.

3.3. School forms must be filled out accurately by the parent/guardian and the student's prescribing practitioner before the medication(s) can be administered, or before the student can self-administer medication, and will contain:

*\*Policy Adapted from Washington County  
Board Approved 12-15-2016  
Updated June 2022, Board Approved 8-15-2022*

the student name  
grade  
known allergies  
medication  
dose, time, route  
if refrigeration is needed  
if the child is qualified and able to self-administer the medication  
if the child needs the medication in their possession  
reason for the medication  
potential adverse side effects  
health history  
parental/guardian agreement to the conditions of the administration of medication  
parental/guardian signature & date of signing  
parental/guardian home and emergency phone numbers  
prescribing practitioner's office and fax/phone numbers  
permission to release records to St. George Academy

3.3. The medication must be delivered to the school by the parent/guardian or responsible adult in the original pharmacy-labeled, or manufacturer's container if over the counter, where it will be placed in a locked unit for safe keeping. Medications that have been prescribed to be self-administered will be kept with the student.

3.4. Medications must be left in and dispensed from the properly labeled containers.

3.5. Any changes in medications or dosage void the original request, and the process must be started over again as above.

3.4.1. If an error occurs or problems are encountered in medication administration, an Incident Report will be filled out by the authorized personnel, reported to Administration, the parent, the prescribing practitioner when needed, and submitted to the school nurse.

3.5. Emergency care will be provided promptly and in accordance with consultation with the parent/guardian and health professionals.

3.6. Strict adherence to these procedures will be applied with no exception to keep within the bounds of safe medication administration practices.