
UINTAH BASIN CHRISTIAN ACADEMY

OPERATING PROCEDURE

MEDICINE ADMINISTRATION

Procedure No. 16 (Revised 6/18)

Purpose

UBCA may need to administer medications to its' students while they are involved in school activities. UBCA is dedicated to the well being of our students; therefore, we take the responsibility of maintaining compliance with Utah statute UCA 53A-11-601-605 very seriously. The following policy outlines our medicine administration protocol.

Policy

UBCA will comply with Utah Statute UCA 53A-11-601-605 and "Guidelines for Medication Administration in Schools" by the Utah Department of Health to the fullest extent. (See online statute and Guidelines.) Administration will identify two or more UBCA employees who volunteer to receive medicine administration training from the school nurse. The school nurse (a currently licensed Registered Nurse in the State of Utah) will have all training, oversight, authority and jurisdiction of the administration of medicine at UBCA. The school nurse has the authority to deny medicine administration responsibilities to any volunteer at any time. (Utah Nurse Practice Act Rule ((R156-31b-701a))

UBCA may administer medication (prescribed or over the counter ((OTC)) to enrolled students provided:

- A parent or legal guardian has completed and signed all appropriate documentation. These forms must be completed, yearly. (See parental consent forms online.)
- A prescriptive health care provider has completed the appropriate sections of the parental consent form. This form must be completed, yearly. (See parental consent form, online.)
- All medication must be brought to UBCA by the parent or authorized designee (AD) and given to the trained, Unlicensed Assistive Personnel (UAP) medicine administrator. The UAP will be a UBCA staff member.
- Medication must be in the original container, with legible original labeling. The label must include the student's name, type of medication, dosage, timing of administration and current date.
- Amount of medicine brought to the school is counted in the presence of the UBCA medicine administrator (UAP) and the parent (or AD). Amount of medicine will be entered in a hand-written log and signed by the medicine administrator and the parent (or AD).
- The medicine will be placed in a plastic bag along with a photograph of the student who will be receiving the medicine.
- The medicine administrator locks the medicine in a secure, designated medicine receptacle. The medicine administrator will keep a log of all medicine administration. Medicine will be administered according to dosages prescribed by a physician or according to dosing

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recommended on the label of the OTC medicine. If there has been a mistake in administration, the medicine administrator will notify the student's parents (who will notify the child's doctor) and possibly poison control (800)222-1222 and log the mistake on form M-4. (See Utah Department of Health Forms, online.)

- A standing order from a physician is on file in order for the school to administer OTC medications. (See attachment) This form must be updated yearly. The school will always call the parent/ legal guardian/ AD to notify them of their student's condition and ask for permission to administer the OTC. If a standing order is not on file, the UAP will call the student's parent/legal guardian to notify him/her of the student's condition. If a student does not have a standing order for OTC medications on file, the parent/legal guardian may come to the school and administer the medication. However, the UAP will still log the parental administration of medication.

Other considerations:

- Parents/legal guardians may come to the school to administer any medication their student needs without having any documentation filed at the school. However, the school UAP will log the parental administration of the medication. Parents must check in at the office and administer the student's medication in the nurse's station. Parents MAY NOT go directly to the student's classroom to administer medication.
- Parental consent is not needed for the administration of medication during a life- threatening emergency.
- Authorization for administration of medication by school personnel may be withdrawn from the school at any time following actual notice by the student's parent/legal guardian.
- During off-campus activities any student needing medication may receive his/her medication from the classroom teacher. This teacher will be instructed in medication administration by the UAP or the student's parent. The student's parent/guardian will provide an extra prescription bottle with only the amount of medication needed for the off-campus activity.
- School personnel who administer the medication in compliance with the licensed physician's written prescription are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking and discontinuing the medication. (Utah Code 26-41-106)
- Unused medicines must be retrieved from the school by a parent/legal guardian within two weeks after the cessation of administration. If the medication is not retrieved after two weeks, the unused medication will be properly disposed of by the UAP or the school nurse. The UAP or school nurse will provide a courtesy reminder call to the parents/legal guardian to retrieve the medication before disposing of it.

- Self-administered medications such as epinephrine auto-injector, glucagon, diabetes medications, seizure rescue medications, opiate antagonists, self-administered asthma
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medications (53A-11-602) require separate self-administration documentation created by the Utah Department of Health. (See Utah Dept. of Health Authorization Forms online) Physicians and parents/legal guardians must sign a letter that acknowledges that the student is responsible for, and capable of self-administering these medications.

- Administration will identify and train two or more school personnel who volunteer to be trained in the administration of glucagon and seizure rescue medications. (See 53A-11-601)
- Homeopathic and herbal remedies will be treated as any other medication, requiring a licensed prescriber's order and parent/guardian permission.
- If a student is found not to be in compliance with UBCA medicine administration procedure, a conference with the student, the student's parents, the UBCA authorized medicine administrator and the UBCA administrator will be held.
- Students are allowed to possess and self-apply FDA approved sunscreen. If a student is unable to apply sunscreen, parent/legal guardian may give written consent for a school employee to apply the sunscreen.
- UBCA will review all pertinent Utah State Codes and Guidelines on a yearly basis to ensure compliance with medication administration laws and procedures.