



Cache County School District Medication Administration Policy Summary

Medications administered to any student by a Cache District Employee are required to follow this policy

1. The school must obtain a completed and signed medication authorization form, as required by the State of Utah Statute. This form must include the student's name, the medication name, specific instructions about the dose and time of administration, potential side effects, and a statement from the physician indicating that the medication is necessary during school hours. The form must be signed by the healthcare prescribing provider (such as an MD, DO, dentist, nurse practitioner, or physician's assistant) and the parent or guardian. The signed medication authorization form is valid for one year or until there are changes in the student's medication or dosage. A new form is required whenever there are medication changes and at the beginning of each new school year if the student continues to take medication at school.

2. All medications must be brought to the school office by an adult. Prescription medications should be in their pharmacy-labeled containers, and over-the-counter medications must be in their original packaging with the student's name and dose written on them. We cannot accept medications in any other containers, like baggies. Only authorized and trained school staff can receive the medications. You must arrange with the school health aide to check in both over-the-counter and prescription medications. If the health aide is not available, contact the school nurse for alternative arrangements.

Prescription and over-the-counter medications must be accompanied with the appropriate CCSD Medication Authorization form, signed by both the parent and the healthcare provider. Emergency medications, such as epinephrine, antihistamines, glucagon, and inhalers, should be in their original packaging. The school secretary or health aide are able to check these medications in. Emergency medications must come with the appropriate School Health Plan or Action Plan form, signed by the parent and healthcare provider. Rescue seizure medications can only be checked in by the school nurse and must be accompanied by the SMMO and pre-approved by the school nurse.

3. According to Utah code, emergency medications, except for seizure rescue medications, must be kept in a secured but unlocked location. Emergency medications include asthma inhalers, epi-pens, and glucagon. Seizure rescue medications, along with all other medications except the aforementioned emergency medications, must be stored in a locked cabinet, drawer, or box. This is a necessary safety precaution to protect both staff and students.

4. Only trained and designated employees are authorized to administer medications to students. Annual training by district nurses is required.

5. The designated employee must document the administration of medication on an approved medication documentation form. Additionally, they should record instances of the student's absences, school breaks, and any periods when the medication may have run out.
6. Over-the-counter medications (e.g., aspirin, Tylenol, Neosporin) should not be administered unless the above-mentioned procedures are followed, including having a Healthcare Provider Order, medication in the original packaging and the correct labeling.
7. All students from Kindergarten to Grade 12 may carry asthma medications, allergy medications, and diabetes medications, including epinephrine or insulin/glucagon, with approval from their parents and healthcare provider. In elementary school, these medications may be self-administered by the student with the appropriate completed forms signed by the parent and healthcare provider. Students in Kindergarten through 6th grade may not self-administer or carry any medications other than those listed above. Students in grades 7 through 12 may carry a one-day dosage of their medication if the parents and medical provider complete, sign, and submit the forms authorizing the student to self-administer these medications. However, no controlled substance medications may be self-carried by any student.
8. Each of these steps must be completed annually. The Medication Authorization Form, medication training, and related requirements do not carry over from one school year to the next, even if the student remains on the same medication. If there are any changes in medication, dosage, or administration time during the school year, new orders must be provided to the school by the parent, including a new Healthcare Provider order and signatures from both the healthcare provider and the parent.
9. At the end of the school year, any remaining medication on school premises will be disposed of according to CCSD protocol. It is the parent or guardian's responsibility to pick up the student's medication. School staff will not administer expired medication and will contact parents to arrange for its pickup.
10. The school reserves the right to revoke authorization for medication administration by school personnel at any time, provided that the student's parent or guardian is given prior notice.
11. School personnel shall substantially comply with the healthcare provider's written statement in order that the district and the school board may take full advantage of the immunity from liability granted under Utah Code Annotated. 53-A-11-60(3).

Always follow Health Care Provider's orders and CCSD medication policy and protocols as directed.