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April 2017

**ADMINISTRATIVE MEMORANDUM NUMBER FIFTY-THREE**  
**MEDICATION PROCEDURES**

A. General Provisions

1. Granite School District personnel may administer medication to students while the student is under the supervision of the school consistent with this policy and Utah Code 53G-9-502 *et seq.*
2. Students that are administered, self-administer, retain, or possess medications, whether prescription or non-prescription, are prohibited from sharing, selling, or distributing medications for any reason. (*See also* Administrative Memorandum 95, Prohibitions on Drugs, Alcohol, and Tobacco). The District recommends that parents counsel students regarding the dangers of using medications in a manner that is not prescribed by a physician or in a manner other than as directed by the manufacturer.
3. “Medication” under this policy refers to a substance used to treat a medical condition. For the purposes of this policy, that term does not include prohibited or illegal substances, nor does it refer to personal care products such as lip balm, lotion, sunscreen, contact solution, cough drops, etc.

B. School-Administered Medication

1. Medications (prescription and non-prescription) may be administered by school staff to students (elementary or secondary) using the procedures detailed below.
  - a. Schools shall require and maintain a current Medication Authorization Form.
  - b. Medications shall be furnished by parents/guardians and delivered to the school by a responsible adult accompanied by written consent of the parent/guardian and current written orders (directions and prescriptions) from the student’s health care provider (physician, dentist, nurse practitioner, or physician’s assistant). Orders shall indicate the student’s name, medication, dose, route, time of administration, medication’s purpose, a statement from the health care provider that the medication is

necessary during school hours, and any possible side effects and procedures to follow if a severe reaction should occur.

- c. Medications shall be current (non-expired) and delivered to the school in a pharmacy or manufacturer's labeled container only. The pharmacy label shall include the student name, name of medication, dose, time, and route. Students using more than one medication (or requiring different dosages of the same medication) shall provide separate pharmacy or manufacturer labeled containers for each medication.
  - d. All medications shall be stored by the school in a locked cabinet or drawer along with the information described in 1.a. and 1.b. above.
  - e. Medications shall be administered by a designated school employee who shall receive annual training by District nurses in medication protocol and precautions.
  - f. Training and procedures shall be consistent with the Nurse Practice Act Rules (Utah Admin. Code, R156-31b).
  - g. Administration of medications shall be recorded on the Medication Record Form by the designated school employee who administers the medication.
  - h. Medication may not be administered by the school unless the medication has been administered previously by a parent/guardian or health care provider with the exception of epinephrine and glucagon.
  - i. For students with diabetes, seizure disorders, or severe allergic disorders that require emergency medication, parents/guardians shall provide detailed written instructions accompanied by written instructions from the health care provider as well as the names and phone numbers of emergency contact persons. A District nurse shall review the procedures for administering emergency medications with a school administrator and an appointed designee.
2. The parent/guardian is responsible to ensure written orders are provided to the school at the beginning of each school year and as medication is prescribed or changed. Requests for changes in dosage, time, or route for any medication shall be accompanied by a written order (see 1.b. above) and new appropriately labeled containers with updated information. Requests to discontinue medication shall be made in writing by a parent/guardian. Requests to resume medication shall be made in writing by a parent/guardian accompanied by a written physician's order. A copy of written orders shall be kept on file with the designated school employee.
  3. Any unused medications must be picked up by a responsible adult within two weeks following the last dose administered. Medications remaining at the school after this time shall be destroyed according to the direction of the school nurse.

### C. Specific Medication Laws

Under the direction of District nurses and consistent with the other provisions of this policy, schools shall abide by state laws and rules related to specific medications,

including those medications addressed in this section. In particular, District nurses shall provide appropriate training to school personnel regarding procedures of administration of identified medications, emergency response protocols, appropriate notice to parents/guardians, proper documentation, and other requirements.

1. Asthma Medications
  - a. Asthma medications shall be administered in accordance to Utah Code, 53G-9-503.
2. Epinephrine Auto-Injector
  - a. Epinephrine auto-injectors shall be administered in accordance to Utah Code, 26-41-101.
  - b. If epinephrine is administered to a student, 911 shall be called and the parent/guardian shall be notified.
3. Glucagon-Diabetes Emergency Medication
  - a. Glucagon shall be administered in accordance to Utah Code, 53G-9-504.
  - b. If glucagon is administered to a student, 911 shall be called and the parent/guardian shall be notified.
4. Emergency Seizure Medication
  - a. Emergency seizure medications shall only be administered in accordance with Utah Code, 53G-9-505 and Utah Administrative Code, R156-31b-701a.
  - b. If seizures are full-body, tonic-clonic, emergency seizure medication may be administered by a volunteer trained by a District nurse as outlined in the student's individualized health care plan.
  - c. The student must have received a first dose of this medication outside school in a non-medically-supervised setting and ceased having a full body, prolonged, or convulsive seizure without other complications.
  - d. If an emergency medication is administered to a student, 911 shall be called and the parent/guardian shall be notified.
5. Naloxone
  - a. Naloxone shall only be administered in accordance with Utah Code, 26-55-101 *et seq.*
  - b. If naloxone is administered to a student, 911 shall be called and the parent/guardian shall be notified.

D. Self-Administered Medication

1. Elementary and secondary students may retain and self-administer epinephrine (Epipens), insulin, or asthma medication (inhaler) if a parent/guardian completes a current Granite School District Medication Authorization form that includes a statement from the student's health care provider (physician, dentist, nurse practitioner, or physician's assistant) that the student is capable of carrying and

self-administering his or her own medication, and that it is medically necessary for them to keep the medication at all times.

2. Secondary students may retain and self-administer medications subject to the following guidelines:
  - a. Prescription medications may be retained and self-administered provided that students shall not possess more than one day's dose of prescription or over-the-counter medication at school.
  - b. Prescription and non-prescription medications shall be taken only as directed by a prescription or manufacturer's directions.
  - c. Prescription and non-prescription medication, shall not be sold, shared, or distributed to others.

/s/

Dr. Martin Bates  
Superintendent

**References:**

Utah Code, 26-41-101  
Utah Code, 26-55-101  
Utah Code, 53G-9-502  
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Utah Code, 53G-9-504  
Utah Code, 53G-9-505  
Utah Admin. Code, R156-31b