



## Health Requirements and Services: Administration of Prescription or Emergency Medication

Policy Series: 3000 Students

Policy No. 3416  
Procedure 1

### Overview

The administration of medication to a student while they are at school should be a rare occurrence. However, there are circumstances that require medication to be given during school hours. Each request for medication will be evaluated individually by the school nurse and school authorities.

Trained employees of Provo City School District may administer medication to a student during periods when the student is under the control of the school, subject to the following conditions:

1. The District has received a current written and signed request to administer the medication during regular school hours to the student from the parent or other person having legal control of the student. This communication should occur by completing the appropriate Medical/Health Forms (<https://provo.edu/nurses/medicalhealth-forms>). The student's physician, dentist, nurse practitioner or physician assistant has provided a signed statement describing the method, amount, and time schedule for administration, and a statement that administration of medication by school employees during periods when the student is under the control of the school is medically necessary. ~~should be completed and signed before medication can be~~ Medication can only be administered by trained school personnel. This authorization must be updated annually and as needed when there is a change in a doctor's orders for a student's medication.
2. Emergency administration of epinephrine (EpiPen) or opiate antagonist medication is allowed without prior completion of these forms if the school staff member has received proper training as outlined by district and health department procedures.
3. Oral, topical, and inhalant medication may be administered by assigned school personnel. Medications requiring other routes of administration will not be given by

37 school personnel except in emergency situations. In non-emergency situations,  
38 medications requiring other routes of administration must be given by a registered nurse.  
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- 40 4. All medication that is to be given at school, with the exception of medication that is  
41 required in an emergency situation, must be furnished by the parent and delivered to the  
42 school by a responsible adult.  
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- 44 5. Parent(s)/guardian(s) shall bring the medication to the school and take home any left  
45 over at the end of the school year. The pills/doses should be counted by the parent(s)/  
46 guardian(s) and the school personnel receiving and administering the medication. Then  
47 the school personnel records this information on the medication administration form  
48 along with the counting people's names.  
49
- 50 6. The medication shall be accepted only in a container that is labeled by a pharmacist.  
51 The label must include the name of the student, medication name, route of  
52 administration, the time of administration, **expiration date, the amount to be given (dose),**  
53 **the duration of the treatment,** and the physician's name.  
54
- 55 7. The medication and accompanying forms/records shall be kept in a secure location.  
56 Access to this location will be authorized and monitored by the school principal or his/her  
57 designee. If refrigeration is required, the medication will be stored in a refrigerator.  
58
- 59 8. **In so far as possible, one person should be assigned the responsibility of administering**  
60 **student medication.**  
61
- 62 9. A record including the type of medication, amount, and the time and day it was  
63 administered should be kept for each student receiving medication at school. The person  
64 administering the medication should sign the record each time medication is given.  
65
- 66 10. **Elementary and middle school students are not to carry or self-administer medication on**  
67 **school premises unless it has been authorized under Policy FDACB (for diabetes**  
68 **medication, or for epinephrine, or for asthma medication or expressly ordered by the**  
69 **student's physician because of potentially life-threatening circumstances, including, but**  
70 **not limited to, asthma medication, diabetes medication, glucagon and epinephrine.[1]**  
71
- 72 11. Authorization for administration of medication by school personnel may be withdrawn by  
73 the school at any time following actual notice to the student's parent(s)/legal guardian(s).  
74
- 75 12. The school nurse shall provide needed training to those school personnel who agree to  
76 give the medication.  
77 a. ~~A daily record shall be kept for each student receiving medication. Each dose of~~  
78 ~~medicine given must be charted by indicating the date, time given, and the~~  
79 ~~signature or initials of the person giving the medication.~~  
80

Specific requirements and procedures for the administration of glucagon, seizure rescue medication, adrenal crisis rescue medication, opiate antagonist medication are listed below. ~~set forth in further procedures of Policy 3416.~~

The Board shall consult with the Department of Health and Human Services and other health professionals to determine:

1. Designation of employees who may administer medication.
2. Proper identification and safekeeping of medication.
3. Training of designated employees.
4. Maintenance of records of administration.

### **Civil Liability Immunity**

School personnel shall substantially comply with the health care professional's written statement in order that they and the District and Board may take full advantage of the immunity from liability granted under Utah Code § 53G-9-502(3).

### **Administration of Glucagon**

The following provisions govern administration of glucagon in place of the provisions set forth above under "Administering Medication." A glucagon authorization shall include a signed statement from a parent of a student with diabetes:

1. Certifying that glucagon has been prescribed for the student;
2. Requesting that the school identify and train school personnel who volunteer to be trained in the administration of glucagon; and
3. Authorizing the administration of glucagon in emergency situations to the student.

After receiving a glucagon authorization from a student's parent, the school shall:

1. Within a reasonable time, train two or more school personnel who volunteer to be trained in the administration of glucagon, with training provided by the school nurse or another qualified, licensed medical professional;
2. Allow all interested personnel to receive training in the administration of glucagon. Training in the administration of glucagon shall include:
  - a. Techniques for recognizing the symptoms that warrant the administration of glucagon;
  - b. Standards and procedures for the storage and use of glucagon;
  - c. Other emergency procedures, including calling the emergency 911 and contacting, if possible, the student's parent.

3. Retain for reference the written materials prepared for training personnel;
4. Permit a student and/or school personnel to possess or store prescribed glucagon so that it will be available for administration in an emergency;

A person who has received glucagon administration training may administer glucagon at a school or school activity to a student with a glucagon authorization if:

1. The student is exhibiting the symptoms that warrant the administration of glucagon; and
2. A licensed health care professional is not immediately available.
3. A person who administers glucagon in accordance with this policy shall direct a responsible person to call 911 and take other appropriate actions in accordance with his or glucagon administration training.
4. School personnel who provide or receive training under this policy and pursuant to Utah Code § 53G-9-504 and act in good faith are not liable in any civil or criminal action for any act taken or not taken under the authority of Utah Code § 53G-9-504 with respect to the administration of glucagon.

#### **Administration of Seizure Rescue Medication:**

The following provisions govern administration of seizure rescue medication in place of the provisions set forth above under "Administering Medication." "Seizure rescue medication" is medication prescribed by a health care professional which is given as set out in a student's rescue seizure authorization while a student is experiencing seizure activity. It does not include medication given intravenously or intramuscularly.

A "seizure rescue authorization" is a student's individualized healthcare plan which:

1. Certifies that
  - a. A prescribing health care professional has prescribed a seizure rescue medication for the student; and
  - b. The student's parent has previously administered the student's seizure rescue medication without complication in a setting outside of medical supervision; and
  - c. The student has previously ceased having full body prolonged or convulsive seizure activity as a result of receiving the seizure rescue medication; and
2. Describes the specific seizure rescue medication authorized for the student, including the indicated dose and instructions for administration; and
3. Requests that the school identify and train school personnel who volunteer to be trained to administer seizure rescue medication; and

- 168 4. Authorizes a trained school employee volunteer to administer seizure rescue medication  
169 to the student.

170  
171 After receiving a seizure rescue authorization from the student's parent, the school shall:

- 172 1. Inform school employees of the opportunity to be a school employee volunteer to  
173 administer seizure rescue medication;  
174 a. Such school employees must be at least 18 years of age.  
175 2. Provide for training of each volunteer in the administration of seizure rescue medication,  
176 with training provided by the school nurse or another qualified, licensed medical  
177 professional. The training shall be according to the program developed by the Utah  
178 Department of Health and Human Services, which will include:  
179 a. Techniques for recognizing the symptoms that warrant the administration of a  
180 seizure rescue medication;  
181 b. Standards and procedures for the storage of a seizure rescue medication;  
182 c. Other emergency procedures, including calling 911 and contacting the student's  
183 parent or guardian;  
184 d. An assessment to determine competency to administer seizure rescue  
185 medication;  
186 e. An annual refresher training component; and  
187 f. Written materials describing this information.  
188 3. Retain for reference the written materials prepared for training personnel; and  
189 4. Permit school personnel to possess or store prescribed seizure rescue medication so  
190 that it will be available for administration.

191  
192 A volunteer school employee who has received the required training may administer seizure  
193 rescue medication to a student with a seizure rescue authorization if:

- 194 1. The student is exhibiting a symptom, described on the student's seizure rescue  
195 authorization, that warrants the administration of a seizure rescue medication; and  
196 2. A licensed health care professional is not immediately available.  
197 3. A person who administers a seizure rescue medication in accordance with this policy  
198 shall direct a responsible person to call 911 and take other appropriate actions in  
199 accordance with the seizure rescue medication administration training.

## 200 201 202 Seizure Awareness Training

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204 "Seizure awareness training" is training on recognizing the signs and symptoms of seizures and  
205 appropriate training for seizure first aid. This training shall be offered once every three years  
206 and shall follow guidelines for such training established by the State Board of Education. The  
207 training may not require a person who has received the training to provide first aid to a student  
208 experiencing or showing symptoms of a seizure.  
209

Whenever a student has informed the student's teacher or school that the student has epilepsy or a similar seizure disorder, the student's teacher(s) and the administrator of the school where the student attends shall be provided seizure awareness training.

All District administrators, teachers, classroom aides and other individuals who interact with or supervise students shall be given seizure awareness training.

The fact that a District employee has received seizure awareness training does not impose on such an employee an obligation to provide first aid to a student experiencing or showing symptoms of a seizure.

### **Administration of Adrenal Crisis Rescue Medication**

The following provisions govern administration of adrenal crisis rescue medication in place of the provisions set forth above under "Administering Medication." "Adrenal crisis rescue medication" is medication prescribed by a health care professional which is given as set out in a student's adrenal crisis rescue authorization during adrenal crisis activity.

An "adrenal crisis rescue authorization" is a student's individualized healthcare plan which:

1. Certifies that a prescribing health care professional has prescribed an adrenal crisis rescue medication for the student; and
2. Describes the specific adrenal crisis rescue medication authorized for the student, including the indicated dose and instructions for administration; and
3. Requests that the school identify and train school personnel who volunteer to be trained to administer adrenal crisis rescue medication; and
4. Authorizes a trained school employee volunteer to administer adrenal crisis rescue medication to the student.

After receiving an adrenal crisis rescue authorization from a student's parent, the school shall:

1. Inform school employees of the opportunity to be a school employee volunteer to administer adrenal crisis rescue medication;
2. Provide for training of each volunteer in the administration of adrenal crisis rescue medication, with training provided by the school nurse or another qualified, licensed medical professional. The training shall be according to the program developed by the Utah Department of Health and Human Services, which will include:
  - a. Standards and procedures for the storage of an adrenal crisis rescue medication;

- b. Other emergency procedures, including calling 911 and contacting the student's parent or guardian;
  - c. An assessment to determine competency to administer adrenal crisis rescue medication;
  - d. An annual refresher training component; and
  - e. Written materials describing this information.
3. Retain for reference the written materials prepared for training personnel; and
  4. Permit school personnel to possess or store prescribed adrenal rescue medication so that it will be available for administration.

A volunteer school employee who has received the required training may administer adrenal crisis rescue medication to a student with an adrenal crisis rescue authorization if:

1. The student is exhibiting a symptom, described on the student's adrenal crisis rescue authorization, that warrants the administration of an adrenal crisis rescue medication; and
2. A licensed health care professional is not immediately available.

A person who administers an adrenal crisis rescue medication in accordance with this policy shall direct a responsible person to call 911 and take other appropriate actions in accordance with the adrenal crisis rescue medication administration training.

A volunteer school employee who in good faith administers an adrenal crisis rescue medication in accordance with this policy and Utah Code § 53G-9-507 is not liable in a civil or criminal action for an act taken or not taken under that authority.

Other PCSD drug and safe schools policies do not apply to the possession of an adrenal crisis rescue medication.

## **Student Asthma Emergency**

### **Definitions:**

1. "Asthma action plan" means a written plan developed with a school, nurse, a student's parent or guardian, and the student's health care provider to help control the student's asthma which is signed by the student's parent or guardian and health care provider.
2. "Asthma emergency" means an episode of respiratory distress that may include symptoms such as wheezing, shortness of breath, coughing, chest tightness, or breathing difficulty.



3. “Qualified adult” means a person who is 18 years of age or older and who has successfully completed the Utah Department of Health training program described in this policy.
4. “Stock albuterol” means a prescription inhaled medication which is used to treat asthma and that may be delivered through a device, including an inhaler or a nebulizer with a mouthpiece or mask.

### **Administration of Stock Albuterol for Asthma Emergency**

This policy does not create a duty or standard of care for a person to be trained in the use and storage of stock albuterol, nor does it create a duty on the part of the District or a school to store stock albuterol at a school, nor does it relieve a student’s parent or guardian from providing a student’s medication, nor does it create an expectation that a school will have stock albuterol available. A decision to complete the training program described below and to make stock albuterol available for asthma emergencies is voluntary. A school, school board, or school official may encourage a teacher or other school employee to volunteer for such training. A school, the school board, or a school official may not prohibit or dissuade a school employee from (a) being trained in use and storage of stock albuterol, (b) possessing or storing stock albuterol on school premises (if the employee is a qualified adult and the possession and storage is in accord with training), or (c) administering stock albuterol (if the employee is a qualified adult and the administration is in accord with training).

Each primary and secondary school shall make initial and annual refresher training regarding the storage and emergency use of stock albuterol available to any interested teacher or other school employee, who is at least eighteen (18) years of age, who volunteers for such training. The training will be provided by the Utah Department of Health.

The training will include instruction on:

1. techniques for recognizing symptoms of an asthma emergency;
2. standards and procedures for the storage and emergency use of a stock albuterol;
3. emergency follow-up procedures, and contacting, if possible, the student’s parent; and
4. written materials covering the information provided during training.

The volunteers shall retain for reference the written materials covering the information provided during training.

A teacher or other school employee who is a “qualified adult”:

1. May request from the school district physician, the medical director of the local health department, the local emergency medical services director, a physician, pharmacist, or any other person or entity authorized to prescribe or dispense prescribed medicines or drugs, a prescription for stock albuterol;



- 342
- 343 2. May, when a school nurse is not immediately available, immediately administer stock
- 344 albuterol to a person who (a) has a diagnosis of asthma by a health care provider, (b)
- 345 has a current asthma action plan on file with the school, and (c) is showing symptoms of
- 346 an asthma emergency as described in the student's asthma action plan;
- 347
- 348 3. Shall initiate appropriate medical follow-up in accordance with the training materials after
- 349 administering stock albuterol.
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351 Each primary or secondary school may make stock albuterol available to any teacher or other

352 school employee who is employed at the school and has become a "qualified adult."

353

354 A school may obtain a prescription for a supply of stock albuterol for storage at the school and

355 use by qualified adults if the school (a) designates an individual to complete an initial and

356 annual refresher training program regarding the proper storage and emergency use of stock

357 albuterol and (b) stores the stock albuterol according to Utah Department of Health standards.

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359 The following, if acting in good faith, are not liable in any civil or criminal action for any act taken

360 or not taken under the authority of Utah Code § 26B-4-401 et seq. with respect to an asthma

361 emergency: (a) a "qualified adult," (b) a person who conducts training regarding the emergency

362 use and storage of stock albuterol, and (c) the District or its schools.

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### 364 **Student Self-Administration of Asthma Medication**

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367 ~~Under Policy 3416, elementary and middle school students are prohibited from carrying or self-~~

368 ~~administering medication on school premises except in certain limited circumstances. However,~~

369 ~~elementary and middle school students may possess or possess and self-administer asthma~~

370 ~~medication provided that the school has been provided a parent authorization statement and a~~

371 ~~health care provider statement as provided below.~~

372 ~~The written parent or guardian statement must state that the parent or guardian authorizes the~~

373 ~~student to possess or possess and use the asthma medication and must acknowledge that the~~

374 ~~student is responsible for, and capable of, possessing or possessing and self-administering the~~

375 ~~asthma medication.~~

376

377 ~~The written health care provider statement must state:~~

- 378 ~~1. the name of the asthma medication prescribed or authorized for the student's use and~~
- 379 ~~2. that it is medically appropriate for the student to self-administer asthma medication and~~
- 380 ~~to be in possession of asthma medication. (When available, the Utah Department of~~
- 381 ~~Health forms for the parent and health care provider statements shall be used.)~~
- 382

383 ~~Authorization for the ability to carry and/or self-administer medication may be denied or~~

384 ~~withdrawn by the school at any time following actual notice to the student's parent(s)/legal~~

385 ~~guardian(s).~~

## **Emergency Administration of Opiate Antagonist**

School nurses may provide initial and annual refresher training to available and interested school employees in regards to the storage and emergency use of opiate antagonists. The training and accompanying written materials shall include:

1. Techniques for recognizing an opiate-related drug overdose event;
2. Standards and procedures for storage and emergency use of an opiate antagonist; and
3. Emergency follow-up procedures, including calling 9-1-1 and contacting, if possible, the student's parent(s)/legal guardian(s), and physician.

Each school may store and is encouraged to have at least one (1) opiate antagonist readily available for use by trained personnel qualified to administer it under this policy.

## **Application of Sunscreen**

If a student is unable to self-apply sunscreen, a volunteer school employee may apply the sunscreen on the student if the student's parent provides written consent for that assistance. If such consent has been given, neither the volunteer school employee nor the District are liable for an adverse reaction suffered by the student as a result of sunscreen application or for discontinuing the application of sunscreen at any time.

## **Medication Sharing Prohibited**

No student is permitted to sell, share, or otherwise give to others any medication, prescription or non-prescription. Violations of this policy are subject to disciplinary action under the school's drug policies.

## **Legal References**

[Utah Code § 53G-9-502 \(2024\)](#)  
[Utah Code § 53G-9-502\(1\)\(a\) \(2024\)](#)  
[Utah Code § 53G-9-502\(3\) \(2024\)](#)  
[Utah Code § 26B-4-401\(4\), \(5\), \(14\), \(19\) \(2024\)](#)  
[Utah Code § 26B-4-406 \(2023\)](#)  
[Utah Code § 26B-4-408 \(2023\)](#)  
[Utah Code § 26B-4-406\(6\) \(2023\)](#)  
[Utah Code § 26B-4-409\(1\) \(2024\)](#)  
[Utah Code § 26B-4-409\(5\) \(2024\)](#)

430 [Utah Code § 26B-4-410 \(2024\)](#)  
431 [Utah Code § 26B-4-408\(4\), \(5\) \(2023\)](#)  
432 [Utah Code § 53G-9-505 \(2024\)](#)  
433 [Utah Code § 53G-9-502\(4\)\(b\) \(2024\)](#)  
434 [Utah Code § 53G-9-213\(1\)\(b\), \(3\), \(4\) \(2024\)](#)  
435 [Utah Code § 53G-9-213\(1\)\(a\) \(2024\)](#)  
436 [Utah Code § 53G-9-213\(2\) \(2024\)](#)  
437 [Utah Code § 53G-9-213\(4\) \(2024\)](#)  
438 [Utah Code § 53G-9-507 \(2024\)](#)  
439 [Utah Code § 26B-5-509\(1\)\(a\)\(ii\) \(2023\)](#)  
440 [Utah Code § 53G-9-208\(3\), \(4\) \(2020\)](#)

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443 **Board Approved:**  
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