



Document Name: Medication and Medical Recommendations Policy First

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1.0 Purpose

The purpose of this policy is to authorize personnel of Wasatch Waldorf Charter School to administer medication to students consistent with applicable law, as well as to detail the school's policy on students being administered medication while at school.

This policy also clarifies the role of Wasatch Charter School staff, related to medical information and recommendations.

As of June 2018, this policy absorbs the content of and supplants both the Wasatch Waldorf Medication Policy and the Wasatch Waldorf Medical Recommendations Policy, combining them into this one policy: the Medication and Medical Recommendations Policy.

2.0 Definition(s)

Wasatch Waldorf Charter School's Board of Trustees acknowledges that medication should typically be administered by a student or the student's parent or guardian; however, the Board recognizes that situations could arise where the health of a student may require administration of medication during the course of a school day by School personnel.

As long as authorized personnel act in a prudent and responsible manner, Utah law provides that school personnel who provide assistance in substantial compliance with a student's licensed health care provider's written statement are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of medication. The Board hopes that this policy will help ensure that Wasatch Waldorf Charter School personnel act in a



prudent and responsible manner in order to protect the health of students and the interests of school personnel.

3.0 Policy Content

Medical Recommendations Policy

Teachers at Wasatch Waldorf Charter School may not provide medical advice or recommendations to parents. They may state observations made and share information, but cannot counsel parents or give advice on seeking services, medications, therapies, or other healthcare services.

The director will ensure that appropriate school personnel receive training on the provisions of Utah Code Ann. §53G-9-203 regarding medical recommendations by Wasatch Waldorf Charter School employees.

Medication Policy

Administration of Medication by School Personnel

Wasatch Waldorf Charter School will comply with applicable state and federal laws, including, but not limited to Utah Code Ann. §53G-9-502, regarding the administration of medication to students by school personnel. Accordingly, pursuant to this policy, authorized Wasatch Waldorf Charter School personnel may provide assistance in the administration of medication to students of the school during periods of time when the student is under the school's control.

Wasatch Waldorf Charter School Personnel will only administer prescription and over the counter medications to students who have obtained a signed and completed Student Medication Form, including the health care provider section detailing instructions for administering by school personnel.

Glucagon is an emergency diabetic medication used to raise blood sugar. Wasatch Waldorf Charter School will comply with the requirements of Utah Code Ann. §53G-9-506 in the event the school receives a glucagon authorization request from the parent or guardian of a student.



Wasatch Waldorf Charter School will comply with the requirements of Utah Code Ann. §§26-41-101, et seq., regarding emergency injection for anaphylactic reactions, in the event any school personnel seeks to become a "qualified adult" under that provision. The Director will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how this will take place.

The Director will consult with the local health department and/or a registered health care professional as needed for assistance in developing procedures and training necessary for effective implementation of this policy. Wasatch Waldorf Charter School's Executive Director will ensure that school personnel and parents are provided with information about this policy as needed.

Self-Administration of Medication by Students

Due to the liabilities associated with allowing students to administer their own medication and be in possession of said medication while at the school, Wasatch Waldorf Charter School has established the policy that self-administration by students without appropriate permission forms will not be allowed.

If students must receive medications while at school, the school administration can be of assistance with administering, pending a note from the doctor and/or parent allowing them to administer those medicines.

As an exception, self-administration is allowed if the student could experience conditions that are considered life threatening if the medication is not available and administered by the student or administrator in a timely manner. (For example: Severe Allergies, Severe Asthma, Diabetes, etc.) Doctor and parent note will need to be filled out, returned, and kept in student's file.

4.0 Relevant Procedures, Guidelines & Restrictions

Administration of Medication Procedures

These procedures are established in accordance with the Administration of Medication Policy adopted by Wasatch Waldorf Charter School's Board of Directors.

Administration of Medication by School Personnel

In order to ensure safe administration of medication to students, the procedures outlined below must be followed.

1. The Executive Director will designate a reasonable number of Wasatch Waldorf Charter School employees who will be responsible for administering medication to students in the school.
2. The Executive Director will arrange for all designated school employees to receive adequate training from a licensed healthcare professional prior to administering any medication. Training should include indications for the medication, means of administration, dosage, frequency and any other relevant instructions.
3. The student's parent or guardian must complete the parent/guardian section of the Student Medication Form requesting that medication be administered to the student during regular school hours. Parents are responsible for updating the Student Medication Form, as necessary.
4. The student's health care provider must complete the Health Care Provider section of the Student Medication Form indicating the child's name, the name of the medication, the purpose of the medication, the means of administration, the dosage, the time schedule for administration, the anticipated number of days the medication needs to be given at school, and possible side effects. The practitioner must also affirm that giving the medication during school hours is medically necessary.
5. A Student Medication Log must be maintained for any student who has medication administered at school, and all employees authorized to administer medication will be notified regarding each student to whom they are authorized to administer medication.
6. Each time medication is given, the person who gave it must document the administration. If the medication is not administered as scheduled, a notation must be made on the Student Medication Log as to why the medication was not given, and the student's parent or guardian must be notified.

7. The Authorization of School Personnel to Administer Medications form and Student Medication Log will be retained in the student's records.
8. Teachers of the student receiving medication during school hours will be notified. 9. Medication must be delivered to the school by the student's parent, guardian, or designated adult.
10. Medication should be delivered to the school in a container properly labeled by a pharmacy, manufacturer or health care provider. Labeling must include the student's name, the name of the prescribing practitioner, date the prescription was filled, name and phone number of the dispensing pharmacy, name of the medication, dose, frequency of administration, and the expiration date.
11. Medication must be stored in a secure, locked cabinet or container in a cool, dry place, except that:
 - a. Medications that require refrigeration must be stored appropriately;
 - b. Insulin or emergency medications such as EpiPens, Twinject Auto-Injectors, asthma inhalers and glucagon must not be stored in a locked area, so that they are available when needed.
12. Authorization for administration of medication by Wasatch Waldorf Charter School personnel may be withdrawn by the school at any time following written or verbal notice to the student's parent or guardian, as long as this action does not conflict with federal laws such as IDEA and/or section 504 of the Rehabilitation Act. The director may withdraw authorization for administration of medication in cases of noncompliance or lack of cooperation by parents or students unless the student's right to receive medication at school is protected by laws such as IDEA or section 504.



5.0 Appendices

5.1 Form: Authorization of School Personnel to Administer Medications

1458 East MurrayHolladay Road, Holladay, UT 84117 (801) 8713950

AUTHORIZATION FOR SCHOOL PERSONNEL TO ADMINISTER MEDICATIONS AT SCHOOL

Student's Name: _____

Date of Birth: _____ Teacher: _____

Parent/Guardian: _____ Phone: _____ H / W / C

Parent/Guardian: _____ Phone: _____ H / W / C

Address: _____ City: _____ State: _____ Zip: _____

~ TO BE COMPLETED BY THE PHYSICIAN ~

Medication: _____ Dose: _____

Condition being treated: _____ Time/Frequency: _____

Possible side effects: _____ Route: _____

Restrictions: _____ Duration: _____

[] The above named student has been trained in self-administration of this medication and is capable of carrying and administering this medication as prescribed.



Policy Procedure Manual

☐ Albuterol Inhaler ☐ Epi-Pen ☐ Other _____

☐ Students at Wasatch Charter School participate in a variety of offsite field trips and activities, including some overnight. This student is capable of administering all current medications in the event that they are involved in an extended school activity where medications would need to be administered that would not typically be administered during the school day.

Name of Physician Signature of Physician Date Printed

