Policy Number:	**3330**
Dated:	**10/21/2026**

ADMINISTRATION OF MEDICATION POLICY

PURPOSE

American Leadership Academy Spanish Fork (ALA SF) seeks the safe and appropriate administration of medication to students in the rare cases in which medication must be given during school hours. To see that medication is administered safely in these cases, procedures have been developed to determine that medication to be administered is appropriately recorded, labeled, and stored in a locked location and that parents provide appropriate information and documentation regarding medication. Subject to the conditions of this policy, authorized school personnel may provide help with the administration of medication to students during periods when the student is under the control or supervision of the school and school personnel.

PROCEDURE

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

DEFINITIONS

1. **"Asthma medication"** means prescription or nonprescription, inhaled asthma medication.
2. **"Diabetes medication"** means prescription or nonprescription medication used to treat diabetes, including related medical devices, supplies, and equipment used to treat diabetes.
3. **"Epinephrine auto-injector"** means a disposable drug delivery system with a spring-activated concealed needle that is designed for emergency administration of epinephrine to provide, rapid, convenient first-aid for persons suffering a potentially fatal anaphylactic reaction.
4. **"Medication"** means a medicine or substance recognized by the FDA to have curative or remedial properties. The medication much be administered under the direction of a

licensed medical provider, and may be a prescribed or over the counter product intended for internal or external use.

GUIDELINES

The "MEDICATION AUTHORIZATION FORM" should be completed and signed before medication can be administered. This authorization must be updated annually and as needed when there is a change in a doctor's orders for a student's medication.

The parent shall bring the medication to the school and take home any left over at the end of the school year. The pills should be counted by the parent and the school person receiving the medication and the number of pills recorded on the medication administration form along with the counting people's names.

The medication shall be accepted only in a container that is labeled by a pharmacist. The label must include the name of the medication, route of administration, the time of administration, and the physician's name.

The medication shall be kept in a secure location. If refrigeration is required, the medication will be stored in a refrigerator.

The school nurse should be notified of all medications being administered to students and shall provide needed training to those school personnel who agree to give the medication.

A daily record shall be kept for each student receiving medication. Each dose of medicine given must be charted by indicating the date, time given, and the signature or initials of the person giving the medication.

STUDENT SELF-ADMINISTRATION OF ASTHMA, DIABETES MEDICATION OR AN EPINEPHRINE AUTO-INJECTOR

A student shall be permitted to possess and self-administer asthma medication, or diabetes medication, or an epinephrine auto-injector if:

1. The student's parent or guardian signs a statement authorizing the student to self-administer asthma or diabetes medication, or an epinephrine auto-injector; and acknowledging that the student is responsible for, and capable of, self- administering the asthma or diabetes medication, or an epinephrine auto-injector; and

2. The student's health care provider provides a written statement that states it is medically appropriate for the student to self-administer asthma or diabetes medication, or an epinephrine auto-injector and be in possession of the asthma or diabetes

medication, the epinephrine auto-injector at all times; and the name of the asthma or diabetes medication prescribed or authorized for the student's use.

ADMINISTRATION OF NON-PRESCRIPTION MEDICATION

ALA SF does not maintain a stock or communal supply of over-the-counter (OTC) medications (including Tylenol, Motrin, Advil, Aspirin or generic pain relievers).

- School secretaries, teachers, and administrative staff cannot store unassigned OTC medications at their desks or hand out generic pain relievers to students upon request.
- Requirement for OTC Medication at School: If your child requires over-the-counter pain medication during the school day, the following state mandated steps must be completed before any medication can be administered:
    - Healthcare Provider Order: A signed, written statement from a licensed healthcare provider (physician, dentist, nurse practitioner, or physician assistant) stating that the medication is medically necessary during school hours.
    - Parent Authorization: A signed written consent form from the parent or legal guardian.
    - Original Packaging: The medication must be provided directly by the parent/ guardian in its original, unopened manufactured container labeled with the student's name.
    - Secure Storage: All authorized medication must be stored in a locked cabinet in the school health room and administered under the supervision of delegated, trained personnel.

School personnel who provide assistance in substantial compliance with the licensed health care provider's written prescription and the employers of these school personnel are not liable, civilly or criminally, for:

- Any adverse reaction suffered by the student as a result of taking the medication; and
- Discontinuing the administration of the medication

STUDENT SELF-ADMINISTRATION OF MEDICATION

This policy does not prohibit a student from carrying his/her own medication to school in instances where the student's maturity level is such that he/she could reasonably be expected to appropriately administer the medication on his/her own. In such instances, the student may carry one day's dosage of medication on their person.

Any misuse of such medication by the student may be subject to disciplinary action according to policy and procedure.

Reference:
Utah Code Section 53G-9-502