Medication Policy

Purpose
The purpose of this policy is to authorize personnel of Voyage Academy to administer medication to students consistent with applicable law, as well as detail the school's policy on students administering medication while at school.

Voyage Academy’s Board of Directors 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 Voyage Academy personnel act in a prudent and responsible manner in order to protect the health of students and the interests of school personnel.

Policy

Administration of Medication by School Personnel

Voyage Academy will comply with applicable state and federal laws, including, but not limited to Utah Code Ann.§53A-11-601, regarding the administration of medication to students by school personnel. Accordingly, pursuant to this policy, authorized Voyage Academy 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.

Voyage Academy 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. Voyage Academy will comply with the requirements of Utah Code Ann. §53A-11-604 in the event the school receives a glucagon authorization request from the parent or guardian of a student.
Voyage Academy 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 develop procedures and training necessary for effective implementation of this policy. Voyage Academy’s 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, Voyage Academy has established the policy that self-administration by students will not be allowed.

If students must receive medications while at school, the school administration will ensure that authorized personnel are available to assist with administering of medication, pending a note from the doctor and parent allowing them to administer those medicines.

As an exception, self-administration is allowed only in the circumstances of inhalers or diabetic medication. Self-administration will be allowed only while under the supervision of authorized personnel. Appropriate doctor and parent note will need to be filled out, returned, and kept in students file.

Medical Recommendations by School Personnel

The director will ensure that appropriate school personnel receive training on the provisions of Utah Code Ann. §53A-11-605 regarding medical recommendations by Voyage Academy employees.

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Administrative Procedures
Administration of Medication Procedures

These procedures are established in accordance with the Administration of Medication Policy adopted by Voyage Academy’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 director will designate a reasonable number of Voyage Academy employees who will be responsible for administering medication to students in the school.
2. 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.
3. 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.
4. 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.
5. Each time medication is given, the person who gave it must document the administration in ink on the Student Medication Log. 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.
6. The Student Medication Form and Student Medication Log will be retained in the student's records.
7. Teachers of the student receiving medication during school hours will be notified.
8. Medication must be delivered to the school by the student's parent, guardian, or designated adult.
9. 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.
10. Medication must be stored in an appropriate secure location.
11. Authorization for administration of medication by Voyage Academy 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.