



C.S. LEWIS  
ACADEMY

**Instilling Accountability, Responsibility, Respect**

364 North SR 198 Santaquin, Utah 84655  
Phone: 801.754.3376 Fax: 801.754.3102

---

## ADMINISTRATION OF MEDICATION TO STUDENTS

### **Purpose**

C.S. Lewis Academy serves a population of students that require medication during the school day. Accommodating the students and parents is important to C.S. Lewis Academy. Pursuant to Utah State Statute 53A-11-601, a school holding classes in grades kindergarten through grade twelve may provide the administration of medication to any student during the periods when the student is under the responsibility of the school. Under the above indicated State Code school employees may administer medication if trained by the student's parent/guardian.

### **Policy**

C.S. Lewis Academy may administer medication to an enrolled student provided:

- The parent has given the school written permission to do so.
- Documentation that a licensed physician has prescribed the medication, with the method, amount, and time schedule for administration will be kept in the student's file. Written permission will need to be revised on an annual basis and if medication changes are made.
- Medication must be brought in by a parent, not the student.
- Medication must be in the prescribed container and must indicate the type of medication, the dosage, time to be administered, and the student's name. Medication brought in will not be accepted if it is brought in without this information.
- Each pill will be counted by school personnel in the presence of the parent/guardian of the student.
- School personnel will ensure medication is secure and in a locked safe.
- School personnel will administer the dosage of said medication to the student at the time indicated on the medication's container and a record will be kept of each administration.



C.S. LEWIS  
ACADEMY

**Instilling Accountability, Responsibility, Respect**

364 North SR 198 Santaquin, Utah 84655  
Phone: 801.754.3376 Fax: 801.754.3102

- 
- Access to the medication will be monitored by the director, assistant director, and his/her designee.
  - School personnel will log the student's name, dosage, date, time and type of medication they administer, and keep this record with the student's medication.
  - If there is a change in medication the school must be notified immediately and the changes documented and signed off by the parent/guardian.
  - Authorization for administration of medication by school personnel may be withdrawn from the school at any time following actual notice by the student's parent/legal guardian.
  - During off-campus excursions including field trips, extracurricular activities, and any bus trips the student receiving medication during school hours may receive his/her medication from the classroom teacher or bus driver, who will be instructed in medication administration by school personnel and when possible the parent, and will follow the previously listed procedures and requirements. The student's parent/guardian will provide an extra prescription bottle with only the amount of medication needed for the off-campus excursion.
  - School personnel who administer the medication in compliance with the licensed physician's written prescription are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking and discontinuing the medication.
  - The aforementioned procedures specific to administration do not apply to self-administered medications. The student's parent or guardian must sign a statement authorizing the student to self-administer asthma medications, diabetes medication, and seizure rescue medications. Parents and guardians must sign a letter that acknowledges that the student is responsible for, and capable of, self-administering these medications.
    - Diabetes medications, self-administered asthma medications, epinephrine (53A-11-602), may all be self-administered by a student and forms created by the Utah Department of Health should be completed for school records.
      - Administration will identify and train two or more school personnel who volunteer to be trained in the administration of glucagon and seizure rescue medications.



C.S. LEWIS  
ACADEMY

**Instilling Accountability, Responsibility, Respect**

364 North SR 198 Santaquin, Utah 84655  
Phone: 801.754.3376 Fax: 801.754.3102

---

- For more information in training volunteers to administer glucagon and seizure rescue medications, see 53A-11-601
  - As part of the doctor and parent information provided authorization should be given to administer a medication in an emergency to the student.
- The School shall permit a student, without a parent or physician's authorization, to possess or self-apply sunscreen that is regulated by the Food and Drug Administration. Spray sunscreen is prohibited.