

**CANYONS SCHOOL DISTRICT**  
**NURSING SERVICES**  
***PROTOCOL FOR MEDICATION AUTHORIZATION FORM***

1. A new (2009) revised “School Medication Authorization Form” (form) has been developed and is the only approved medication administration authorization form that shall be used in Canyons School District (CSD). **All “old” medication authorization forms should be immediately discarded and no longer used.**
2. The new form may be obtained on line at: <http://www.canyonsdistrict.org/departments/nursing> or by calling the Special Education Department (801-501-1055) and requesting the forms. The hard copy form will be NCR. Parents and physicians should be encouraged to access this form as well from the above CSD website.
3. When parents request that their child has medication administered at school (in accordance with CSD Policy AS85) the form must be completed in full and signed by the ordering physician and parent prior to the medication being administered by trained school personnel. Canyons District will not accept “notes” from physicians in regards to medications to be administered. If a “note” is brought to school, the ordering physician should be instructed to download the CSD form, complete it and fax the completed form to the school. The school may also choose to fax the form to the physician and have him/her complete the form and fax it back to the school. Parents must then sign the form to make it a valid form. All this must take place prior to the first dose of medication being given at school. **Do not accept any medication without this form!**
4. After the school receives the completed form, a copy must be sent to the schools assigned district nurse for their review and signature. If using the NCR form, the “school copy” should be kept at the school and the “district nurse” copy should be sent to the schools assigned district nurse in a timely manner. The “parent copy” should be given to the parent. If using the down loadable form from the district website, a copy should be made and sent to the schools assigned district nurse.
5. There must be a separate form filled out for each medication the parents are asking the school to administer. **If there is more than one medication listed on the form, the form is invalid.** The parents must contact the ordering physician to complete a separate form for each medication to be administered. This prevents confusion and potential mistakes with medications, doses and methods of administration.
6. There is a space on the form for *Medication Self-Administration Authorization*. The listed medications are the only medications that can be carried by the student and self-administered (in elementary school) with the proper authorization included on the form. The *Utah Department of Health Asthma Self Administration Form*, the *Utah Department of Health Diabetes Medication Form and Glucagon Authorization Form* and the *Utah Department of Health Epinephrine Auto Injector Medication form* may be accepted in place of the CSD form for these medications only.
7. Medication must be brought to the school by a responsible adult and must match the physician order exactly or school personnel cannot administer it.
8. It is the responsibility of each school and their staff to not accept any medications or the responsibility to administer medications without the proper paperwork accompanying the medication/s. Only school personnel that have achieved certification by receiving annual medication administration training required by Utah State Law may administer medication at school.
9. Please see Canyons School District Policy AS85 “Medication in the School Setting”.