



# UNIVERSITY VIEW ACADEMY

## Foundation for Louisiana Students d/b/a University View Academy

### Administering Medication at School Policy

Foundation for Louisiana Students d/b/a University View Academy (“UVA”) will generally refrain from administering medication to students and generally requires that parents administer any medication prior to their student coming to UVA’s campus or to an in-person, school-sponsored, event, or that parents stay at the school-sponsored event and administer any prescribed medication independently should the student need medication while at the school-sponsored event.

In the circumstance that administration of medication is required while at a school-sponsored event, and the student’s parent or guardian is unable to stay at the event to administer the medication, UVA’s procedures for administering medications at in-person events comply with state law requirements. It is UVA’s policy that only a parent or guardian or a registered nurse is permitted to administer medication to students. School employees, other than the nurse assigned to a particular event based on a student’s medical necessities and in accordance with their IEP, may not administer medication to students (including OTC medication). In the circumstance where medication must be administered by a nurse assigned to a specific in-person event based on the student’s IEP and individual needs, the following procedures apply:

1. No medication shall be administered to any student without an order from a licensed physician or dentist who is licensed to practice medicine or dentistry in the state of Louisiana or any other state of the United States or any other authorized prescriber authorized in the state of Louisiana or any other state of the United States to prescribe medications or devices, and a complete medication authorization form from the student's parent or guardian.
2. A medication authorization form can be obtained from UVA upon parental request, and must be completed setting forth clear instructions identifying the student's name, RX number if any, date, frequency, name of the medication, dosage, route, and physician's, dentist's, or other authorized prescriber's name. The medication authorization form must articulate that the student must be given medication at certain times during school sponsored events, making parental administration of the medication impracticable and in alignment with the student’s IEP.
3. The medication order form must be completed and acknowledged by an authorized prescriber and returned to UVA by the student’s parent or guardian.
4. Medication authorization forms must be resubmitted to UVA as needed when there are changes to a student’s medications and at the beginning of each academic year. In no circumstances shall a medication authorization form from a preceding school year roll over into a current school year.



# UNIVERSITY VIEW ACADEMY

5. Medication must be in the original labeled container as dispensed by the pharmacist and instructions on the label must be the same as the most current medication orders on file at the school.
6. The parent/guardian or their designated adult (not the student) is held responsible for delivering medication to UVA prior to the school-sponsored event. The parent/guardian or their designated adult is also responsible for retrieving unused medication from the school.
7. All medication not retrieved by the parent or designated adult will be destroyed one week after the expiration date or at the end of the school year, following notification to the parent.
8. Students may be allowed to self-administer medication such as an asthma inhaler, if the student's physician indicates that self-administration is permissible on the medication order.
9. Over-the-counter medications (non-prescription) are handled in the same manner as prescription medications. An order form from the physician and authorization from the parent/guardian are required. The medication must be brought to school in a container that meets acceptable pharmacy standards.
10. The initial dose of any medication subject to a medication order must be administered at home and sufficient time must be allowed for observation of adverse reactions before asking school personnel to administer medication.
11. Parents should schedule the administration of student medication so the medication is given at home whenever possible.
12. Teachers are not allowed to administer medication to any student. The nurse assigned to a particular school-sponsored event according to the student's IEP is the only person who can administer medication to a UVA student.

UVA is not responsible for a student's reaction to medication when it is given by their parent prior to or at a school sponsored event in accordance with the medical order and the prescriber's directions. Students are not permitted to bring, take, or distribute medication on campus. Students with proper documentation may carry inhalers and diabetic testing supplies, after the school personnel has reviewed proper procedures with the student and parent/guardian.

### Administration of Epinephrine

Pursuant to Act 315 of 2022, each classroom assigned to a student who is deemed at high risk for anaphylactic reaction and incapable of self-administration of auto-injectable epinephrine shall



# UNIVERSITY VIEW ACADEMY

maintain a supply of auto-injectable epinephrine in a secure location. In order to carry out this policy, each year the parent of an eligible student must provide the following:

1. The supply of auto-injectable epinephrine to be kept in each classroom.
2. Written authorization for the student to be administered the medication.
3. Written certification from the student's licensed medical physician or other authorized prescriber that the student is at high risk of having anaphylaxis and is not capable of self-administration of the auto-injectable epinephrine.
4. A written treatment plan from the student's licensed medical physician or other authorized prescriber for managing anaphylactic episodes.

This documentation shall be kept by the nurse or other designated school official. The school and its employees shall incur no liability as a result of any injury sustained by the student from the good faith administration of auto-injectable epinephrine.