

Intradistrict Communication

DATE: August 13, 2026

TO: All Principals
Administrative Assistants

FROM: Michael Anderson, Associate Superintendent
Jordan District Nurses

SUBJECT: Medication Administration Training

Utah State Law and District Policy requires that all school personnel delegated to administer medication to students in schools must complete Medication Administration Training.

New employees who will be giving medication are required to attend the live training on Friday, September 11, 2026.

For the 2026-27 school year, all medication training and sign-ups will be done through Canvas. Everyone in the district has a Canvas account through your district email. You must sign up using the links in this email. If you need help, contact your nurse. (If you are not able to add the class after logging in, you may already have it in your cart)

If you are a new staff member administering medications in our district, **please register for the [In-person Medication class](#)**. If you are a returning staff member who has completed in-person training in our district in the past, you may sign up for the [Online Medication Training](#).

As a note, we have added a section to this training that includes reminders for the health room and treating common injuries/conditions seen in the health room. This addition must also be completed to receive your certificate. As a friendly reminder, be sure to view the video in its entirety before taking the quiz. Your certificate should be emailed to you from Canvas. The attached instructions also go over how to find your certificate if it is not emailed to you. Please make sure to print your completion certificate for your school nurse to sign.

Please forward to any staff who need to complete the training.

Medication Administration Training
Friday, September 11, 2026
9:00 a.m. – 11:00 a.m.
District Office Room 129