

JORDAN SCHOOL DISTRICT
Patrice A. Johnson, Ed. D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: August 27, 2018

TO: All Principals
Administrative Assistants

FROM: Shelley Nordick, Administrator of Curriculum and Staff Development
Nancy Ward, Coordinator of Educational Support Services
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 28, 2018. Prior to this meeting, they need to view the online training, following the links at www.jordandistrict.org and posted under Educational Support, Nursing Services. Click on Medication Inservice (use a browser other than Firefox).

Employees who have attended this training and have a certificate of completion *will not be required* to attend this meeting. However, they will be required to recertify by viewing the online training video and completing the corresponding test available on the district website. (see above)

Please identify staff members that should receive medication administration training. This may include head secretaries, office assistants, cluster teachers or aides, counseling center personnel, and the principal if appropriate. Please inform all personnel that have the potential to administer medication to students at school of their responsibilities in this matter.

Thank you for your responsiveness and support.

Medication Administration Training

Friday, September 28, 2018

9:00 a.m. – 11:00 a.m.

ASB PDC #101