

JORDAN SCHOOL DISTRICT  
Anthony Godfrey, Ed.D., Superintendent of Schools  
West Jordan, Utah

# Intradistrict Communication

DATE: August 19, 2020

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, 2020. Prior to this meeting, they need to view the online training, click on this link <https://nursingservices.jordandistrict.org/> and then 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 administrative assistants, 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.

## **Medication Administration Training**

**Friday, September 11, 2020**

**9:00 a.m. – 11:00 a.m.**

**ASB PDC 101 & 102**

Class size is limited. Please contact your school nurse if you are planning to attend. See nurse assignment list below. Thank you for your responsiveness and support.