



# Intradistrict Communication

DATE: September 6, 2016

TO: All Principals  
Secretaries

FROM: Laura Finlinson, 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 Thursday, September 30 . Prior to this meeting, they need to view the online training, following the links at [www.jordandistrict.org](http://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 30, 2016**  
**JSD ASB Room #102**

**10:00 a.m. – 12:00 p.m.**