

CHAPTER 5.00 – STUDENTS

ADMINISTRATION OF MEDICATION

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1. Administration of Prescription Medication
 - A. Each school principal shall designate a staff member(s) to administer prescribed medications. The staff member(s) shall be trained annually by a licensed nurse or licensed physician.
 - B. Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. This rule, the *Standard Operating Procedures Manual*, and the *Code of Student Conduct* shall set forth provisions for administering prescription medications.
 - C. All prescription medications shall be delivered to the office/clinic with the following information on the label:
 1. Student's name
 2. Name of medication
 3. Date of prescription and pharmacy
 4. Specific instructions on the administration of the medication

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5. Approximate duration of medication.
- D. A permission form signed by the student's parent(s), as defined by Florida Statutes, shall be required. The physician's signature on the permission form is required after two days. The permission form shall be updated every ninety (90) days. A two (2) day grace period will be extended to parents for renewal of authorization of medication.
- E. Prescription medication which is kept at school shall be counted and shall be stored in its original container, in a secure location under lock and key as designated by the school principal. Only staff who have been designated by the principal and have received training shall have access to the medication.
- F. A student with a special health condition(s) such as asthma, diabetes, pancreatic insufficiency, cystic fibrosis or hypersensitivity may carry prescription medication for emergency situations on self if approved by his/her physician and his/her parent. The approval of the physician and the parent and information regarding the medication required in I.C. must be on file in the office/clinic. A student who has permission to self administer emergency medication may carry the medication on the school bus or at any school related activity. The principal shall notify the bus driver and the transportation department regarding such students.
- G. A record shall be maintained on each student who receives a prescription medication during school hours, including the date and time each dose of prescription medication was administered. These records shall be made available at all times to the principal and authorized staff.
- H. First dosage of any new medication shall not be administered during school hours.

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2. Administration of Nonprescription Medication

- A. A nonprescription medication may be administered to a student by a health support aide or registered nurse provided a completed and signed parental authorization is on file at the school.
- B. At the time of administration, the parent will be notified by telephone. If unable to contact the parent, a letter will be sent home with the student stating the medication administered and time of administration.
- C. A health support aide or registered nurse will assist in the administration of these medications to the student in the school health room setting. In the event of an emergency situation in which these professional health workers are not available, the school office staff who have medication administration training may assist the student in the administration of the nonprescription medication.

All nonprescription medications will be stored in a locked cabinet in the health room(s).

- 1. If a student is receiving prescription drugs at school, the physician prescribing that medication must give his/her written permission for any nonprescription medications to be given at school.
- 2. The procedures and training for the administration of nonprescription drugs shall be the same as that for prescription drugs.
- 3. Documentation of the administration of any medication will be made on the student's progress note.
- 4. The following nonprescription (over-the-counter) medications may be administered to students following the above guidelines:

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- a. Tylenol
 - b. Maalox
 - c. Pepto-Bismol
 - d. Cough syrup
 - e. Neosporin
 - f. Caladryl
 - g. Other medications as specified in writing from the parent
- D. No student may carry medications in his or her pocket, purse or on his or her person during school hours; however, the principal may authorize a student to carry nonprescription medication such as an asthma inhaler when a permission form has been signed by the parent and the student's physician has signed the permission form confirming that, because of the student's medical condition, it is necessary that the student retain the asthma inhaler in his/her possession during school hours or at any school related activity.

3. Field Trips

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The requirements for the administration of medication while students are away from school property or on official school business shall be the same as those while on school property. All medications including nonprescription medications that are taken on field trips or other official school business must be in the original container. Only trained personnel will administer medication away from the school site except for students who have permission to self administer emergency medications.

4. Administration of Emergency Medication

- A. Schools may purchase and maintain a supply of epinephrine auto-injectors to use when a student is having an anaphylactic reaction. The medication shall be kept in a locked, secure location accessible only to trained personnel.
- B. The School Board shall adopt a protocol, developed by a licensed physician, for the administration of epinephrine in emergency situations.
- C. Only school personnel who are trained to recognize an anaphylactic reaction and certified to administer an epinephrine auto-injector or a person who is authorized by an authorized health care practitioner shall be permitted to administer this medication; however, the auto-injector may be given to a student who is authorized to self-administer an epinephrine auto-injector.
- D. Under the provisions of Florida Statutes, the District, trained and certified personnel, or an uncertified person who administers an epinephrine auto-injector under the authorization of an authorized health care provider shall not be liable for any injury resulting from the administration of an auto-injector provided that school personnel were trained or authorized as

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provided by law, followed the established protocol and believed that the student was having an anaphylactic reaction.

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