

CHAPTER 5.00 – STUDENTS

ADMINISTRATION OF MEDICATION

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- I. 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 and the *Code of Student Conduct* shall set forth provisions for administering prescription medications.
 - C. All medications shall be brought to school and picked up from school by a parent or guardian and shall not be transported to school by students.
 - D. 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
 5. Approximate duration of medication.
 - E. A permission form signed by the student's parent, as defined by Florida Statutes, shall be required. The physician's signature on the permission form is required. No nonprescription medication will be given with a prescribed medication without permission of the physician.
 - F. At the time of receipt, prescribed medications to be administered by clinic staff or designated school staff shall be counted by the parent/guardian and clinic staff or school staff, and the count and signatures documented on the student's medication administration record.
 - G. Prescription medication which is kept at school or on the bus shall be stored in its original container, in a secure location under lock and key as

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designated by the school principal. Only staff who have been designated by the principal and have received training shall have access to the medication.

- H. 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 III. 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.
- I. 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.
- II. Administration of Nonprescription Medication
 - A. A nonprescription medication may be administered to a student by a registered nurse, health support aide, LPN or school staff designated by the principal provided a completed and signed parental authorization is on file at the school.
 - B. At the time of administration of the nonprescription medication at school, 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 the time of administration. Documentation of the administration of any medication will be made and kept on file at the nurse's office.
 - C. A registered nurse, LPN or health support aide 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 been trained to administer medication, may assist the student in the administration of the nonprescription medication. The procedures and

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training for the administration of nonprescription drugs shall be the same as that for prescription drugs.

- D. A record shall be maintained on each student who receives a nonprescription medication during school hours, including date and time each dose was administered. These records shall be available to the principal and authorized staff. All nonprescription medication will be stored in a locked cabinet in the health room.

III. Field Trips

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.

IV. 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 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

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not be liable for any injury resulting from the administration of an auto-injector provided that school personnel were trained or authorized as provided by law, followed the established protocol, and believed that the student was having an anaphylactic reaction.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 381.88, 381.885, 768.13, 1000.21, 1001.43,
1002.20, 1002.22, 1003.25, 1006.062, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-6.0251, 6A-6.0252, 6A-6.0253

STATE DEPARTMENT OF HEALTH RULE(S): 64F-6.004

HISTORY: **ADOPTED:** _____
REVISION DATE(S): 03/18/14, 08/22/14
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