

CHAPTER 5.00 - STUDENTS

5.15 - Administration of Medication During School Hours

POLICY:

The School Health Service Plan shall include a procedure to provide training for school personnel to assist students in the administration of prescription and non-prescription medication.

(1) Definitions

(a) Prescription Medication

A drug or medication as defined in Ch. 893, F.S. FDA approved, and issued by a doctor duly licensed by the state to prescribe such drugs.

(b) Non-Prescription Medication

A medication that is authorized pursuant to state or federal law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

(2) Under the direction of the principal, the school health coordinator will be responsible for providing training in the administration of prescription medication to designated personnel at the beginning of each school year. Each school principal shall designate an individual and an alternate to participate in the training session.

(3) Procedures for administering medication shall include, but not be limited to, the following:

(a) Written permission shall be obtained from the parent or legal guardian to administer each prescription or non-prescription medication. The request shall include an explanation for administering the medication during the time that the student is under supervision and control of school authorities. Non-prescription medication will only be administered after consultation with the school nurse. In cases where there is no doctor's order, the school nurse may require such a statement based on his/her medical judgment.

(b) All medication must be delivered to school by the child's parent, guardian, or adult designee. All medication must arrive in its original container and be clearly labeled with the student's name. In addition, prescription medication must include:

- i. Diagnosis;
- ii. Reason for giving;

CHAPTER 5.00 - STUDENTS

- iii. Name and purpose of medication;
 - iv. Time the medication is to be given;
 - v. Specific instructions on the administration of the medication;
 - vi. Beginning date – Ending date;
 - vii. Allergies;
 - viii. Side effects;
 - ix. A note signed by the student's parents(s), as defined by Florida Statutes, to grant permission for administering the prescription medication;
 - x. Medication to be counted with two (2) persons signing.
- (c) All medication shall be kept in a locked cabinet. Asthmatic students shall be able to carry a metered dose inhaler while in school when they have written approval from their parents and their physicians. These inhalers must be clearly labeled in the original box or with a copy of the prescription from the physician with the student's name, directions for administration, physician's name, and date. Upon his/her medical judgment, the school nurse may require said student to demonstrate competency and understanding of inhaler use.
- (d) 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 (c) must be on file in the office/clinic. Upon his/her medical judgment the school nurse may require the student to demonstrate competency and understanding of its use. The school nurse must be notified by the parent/guardian that the student will carry this medication. If the student is unable to self administer safely, the school nurse will meet with the parent/guardian to make an appropriate plan of care.
- (e) The principal or his/her designee shall be responsible for keeping a record of all students receiving medication. All medication received shall be counted and documented. This information shall be treated as confidential medical records.
- (4) There shall be no liability for civil damages resulting from the administration of such medication where the person administering the medication acts as an ordinarily reasonably prudent person would have acted under the same or similar circumstances. (1006.062 (2), F.S.)

CHAPTER 5.00 - STUDENTS

LAWS IMPLEMENTED: 1000.21, 1001.43, 1002.20, 1002.22, 1006.062, F.S.

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