



## COORDINATED STUDENT HEALTH SERVICES

# FINAL ADOPTION – POLICY 6305

## Administration of Medication/Treatments

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# Current Policy 6305

- Medications: Over-The-Counter (OTC) and prescription medications require an Authorization for Medication/Treatment Form completed and signed by the physician and the parent/guardian
- Medications: OTC and prescription must be transported by the parent/guardian unless the student has a special health condition (F.S. 1002.20)



# Current Policy 6305 (Continued)

- All medications are not to be transported on a school bus unless the student is accompanied by trained school personnel or has permission to self-administer emergency medications.
- All medications shall be received by school personnel from the parent/guardian.
- Medications received are counted (# of tablets or amount of liquid) and recorded on the Student Medication Log by school staff or on-site healthcare personnel.



# Current Policy 6305 (Continued)

- All medications shall be properly labeled with the student's name and stored in the original container in a locked cabinet.
- A minimum of two people per school must be trained for administration of medications, even if there is an on-site health care personnel.



# Policy 6305 Revisions Process

- Based on discussion points from Board members it was requested that staff revisit Policy 6305 regarding OTC medication in an effort to meet the needs of parents
- Task Force Committee representation: Principals (all grade levels), parent, social worker, Risk Management, Florida Department of Health, Doctor of Pharmacy, Nova SEU and Coordinated Student Health Services staff



# Proposed Policy 6305 Changes

- Selected OTC Medications for grades 9-12 only with parental approval and for symptoms identified on the form include:
  1. Acetaminophen (Tylenol)
  2. Calcium Carbonate (Tums)
  3. Ibuprofen (Advil/Motrin)
  4. Midol
  5. Allegra
  6. Claritin
  7. Lactaid



# Selected OTC Medications for Grades 9-12 for Administration by School Personnel with Parental Approval Only

- **Authorization:** Parents must complete and sign an *Authorization for Selected OTC Medications with Parental Approval Only* Form. A new form is required every school year and when any changes are made in selected medications
- **Administration:** Only the selected medications listed on the form for symptoms identified will be administered according to the manufacturer's labeled instructions
  - Selected medications shall be received from the parent/ guardian in the original sealed container, counted and recorded on the Student Medication Log
  - Selected OTC meds will be stored in the school clinic in a locked cabinet and supervised and administered by school personnel.
- **Training:** School personnel must complete an on-line medication training. School personnel may opt out of the responsibility for administering selected OTC medication to students.



# Selected OTC Medications For Administration By School Personnel with Parental Approval Only

## Talking Points from Committee

- Locked cabinets – will require an increase in the number of cabinets for storage of OTC medications resulting in a cost impact to schools
- Burden on school personnel for administration of selected OTC medications – Schools have decreased the # of clerical staff available – budgetary impact
- High school principal concerned about the large number of medications to be administered by staff to students.
- Increase burden and liability that is placed on staff to assist with medication administration





# Final Adoption - Major Proposed Policy 6305 Changes

- Administration of Selected OTC Medications with parental approval only for students in grades 9-12.
- Selected OTC medications with parental approval: Administration by School Personnel. School personnel may opt out of the responsibility for administering selected OTC medications to students.
- Extenuating Circumstances: Considerations of parental request outside the rules in Policy 6305 for OTC medication administration for all grade levels.



## Final Adoption - Major Proposed Policy 6305 Changes (Continued)

- Self-carry and self-administration by student of OTC topical products: sunscreen, bug repellents (i.e., wipes, lotions) **NO AEROSOL SPRAYS OR PUMP PRODUCTS**
- Right, Rules and Responsibilities of Use, Possession, Sale, Transmittal of OTC medications



# Self-Carry and Self-Administration by Student of OTC Topical Products

Students in all grade levels may self-carry and self-administer sunscreen, bug repellents (i.e., wipes, lotions). **NO AEROSOL SPRAY OR PUMP PRODUCTS** are allowed

Student's parent/guardian is responsible for provision and safety of products being self-administered by their child:

- Providing education/instruction on use/self-administering
- Age-appropriate according to manufacturer's label



## Self-carry and Self-Administration by student of OTC topical products (Continued)

- Safe for their child to self-carry and self-administer during the school day, while students are away from school property, engaged within field trips, and/or other school-sponsored events



# Right, Rules and Responsibilities of Use, Possession, Sale, Transmittal of OTC medications

Parents/guardian and student must familiarize themselves of right, rules and responsibilities of use, possession, sale, transmittal of over-the-counter medications, as outlined in The Code Book for Student Conduct



# Extenuating Circumstances for considerations of parental request for Selected OTC medications

- Parents may make requests for administration of an over-the-counter medication that requires consideration outside of the rules outlined within this policy
- Requests should be made through their school principal for administration of an OTC medication by trained school personnel, or self-carry and self-administration by student
- Requests will be reviewed and approved by the Coordinated Student Health Services Department



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