

## ADMINISTRATION OF MEDICATION/TREATMENTS

MEDICATIONS/TREATMENTS MAY BE ADMINISTERED BY THE SCHOOL PRINCIPAL OR HIS/HER DESIGNEE WHEN THERE EXISTS AN ILLNESS OR DISABILITY THAT REQUIRES MEDICATION/TREATMENT, WHEN FAILURE TO TAKE THE MEDICATION/TREATMENT COULD JEOPARDIZE THE STUDENT'S HEALTH, AND WHEN THE MEDICATION /TREATMENT ADMINISTRATION SCHEDULE CANNOT BE ACCOMODATED BEFORE OR AFTER SCHOOL. NO STUDENT SHALL BE REQUIRED TO BE PRESCRIBED OR ADMINISTERED ANY PSYCHOTROPIC MEDICATION AS A CONDITION OF SUCH STUDENT RECEIVING EDUCATIONAL OR SCHOOL-BASED SERVICES, INCLUDING BUT NOT LIMITED TO SCHOOL ENROLLMENT, CLASS ATTENDANCE, EXTRACURRICULAR ACTIVITY PARTICIPATION, OR SCHOOL-RELATED EVENT ATTENDANCE (~~F.S.1006.0625~~). ~~SCHOOL PERSONNEL SHALL NOT ADMINISTER OR ASSIST STUDENTS WITH THE ADMINISTRATION OF MEDICATIONS/TREATMENTS WITHOUT A COMPLETED AUTHORIZATION FOR MEDICATION/TREATMENT FORM SIGNED BY THE PARENT/GUARDIAN AND PHYSICIAN.~~

SCHOOL PERSONNEL SHALL RECEIVE TRAINING ON MEDICATION/TREATMENT ADMINISTRATION PRIOR TO ADMINISTERING MEDICATIONS/TREATMENTS. THE CONFIDENTIALITY OF THE STUDENT'S DIAGNOSIS AND HEALTH STATUS SHALL BE ENSURED. SCHOOL PERSONNEL ADMINISTERING MEDICATIONS OR PROVIDING TREATMENTS IN ACCORDANCE WITH THIS POLICY SHALL NOT BE LIABLE FOR CIVIL DAMAGES (F.S.1006.062).

AUTHORITY: F.S.1001.41 F.S.1006.062 F.S. 1002.20

POLICY ADOPTED: 2/12/70

POLICY AMENDED: 9/5/74; 10/16/75; 1/5/84; 7/14/87; 9/4/90

AMENDED POLICY APPROVED: 9/4/97; 6/21/05

## ADMINISTRATION OF PRESCRIBED MEDICATION/TREATMENTS

### RULES

#### 1. ADMINISTRATION OF MEDICATIONS

##### A. AUTHORIZATION

An *Authorization for Medication/Treatment Form* must be completed for **all** students receiving prescription ~~and over the counter (OTC)~~ medications. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed medications, ~~including over the counter~~, may only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the

necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made. Copies of the completed forms must be placed in the student's cumulative folder.

#### B. ADMINISTRATION

All prescribed medications, ~~including over-the-counter~~, will be administered by onsite healthcare personnel or by school staff that are trained and designated by the principal. ~~After training, medications may be administered by the school principal or his/her designee, when there exists an illness or disability that requires maintenance-type medicine, and when failure to take prescribed medication could jeopardize the student's health and when the medication administration schedule cannot be accommodated before or after school.~~

#### C. TRANSPORTATION OF MEDICATIONS

All prescribed medications, ~~including over-the-counter~~, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, ~~and~~ hypersensitivity; and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform. ~~Refer to the Medication Administration handbook in the Health Services Manual under the specific health condition for the proper procedure.~~ Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

#### D. RECEIVING AND STORING MEDICATIONS

In accordance with F.S. 1006.062(2), all prescribed medications, ~~both prescription and over-the-counter, to be administered by school staff that are trained and designated by the principal~~, shall be received from the parent/guardian and counted (number of tablets or amount of liquid) and recorded on the area designated on the *Student Medication Log*. The medication shall be properly labeled and stored in the original container in a locked cabinet.

#### E. TRAINING

Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a ~~certified~~ licensed physician assistant. ~~Personnel who have completed the initial medication training must participate in a refresher course every two years.~~ A minimum of two people per

school, including schools that have a designated school nurse, must be trained for administration of medications. School personnel must receive child specific training for emergency injectable medications e.g., glucagon and epi-pen, when ordered for students.

#### F. DOCUMENTATION

The principal is responsible for ensuring all staff who administer medication complete the *Student Medication Log* in accordance with the procedure in the ~~Health Services Manual~~ [Medication Administration Handbook](#).

#### G. FIELD TRIPS

The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All medications, ~~including over-the-counter~~, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer medication on a field trip or other official school business. [In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.](#)

#### H. [Extenuating Circumstances](#)

[Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.](#)

## H 2. ADMINISTRATION OF TREATMENTS

### A. AUTHORIZATION

An *Authorization for Medication/Treatment Form* must be completed for all students receiving treatments (G-tube feedings, suctioning, etc.). The completed form shall include the type of treatment and times to be performed and be signed by the healthcare provider and the parent/guardian. Execution of the form will grant the principal and his/her designee the permission to administer or assist with the administration of treatments ~~students~~ at school including when the student is away from school property on official school business. A new Authorization for Medication/Treatment Form must be completed every 12 months [or when changes are made](#).

### B. TRAINING

[In accordance with F.S. 1006.062](#), all personnel administering medical treatments must receive child specific training for the required treatment. [Training shall be](#)

provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant.

#### C. DOCUMENTATION

The principal is responsible for ensuring all staff that administer treatments complete the Daily Procedure Log in accordance with the procedure in ~~Health Services Manual~~ Medication Administration Handbook.

#### D. FIELD TRIPS

Only trained personnel can administer treatments on a field trip.

#### E. EXTENUATING CIRCUMSTANCES

Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

### ADMINISTRATION OF PRESCRIBED OVER-THE-COUNTER MEDICATIONS WITH PHYSICIAN APPROVAL RULES

#### 1. ADMINISTRATION OF MEDICATIONS

##### A. AUTHORIZATION

An Authorization for Medication/Treatment Form must be completed for all students receiving over the counter (OTC) medications which require physician approval. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed over-the-counter medications, may only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made. Copies of the completed forms must be placed in the student's cumulative folder.

##### B. ADMINISTRATION

All prescribed over-the-counter medications, will be administered by onsite healthcare personnel or by school staff that are trained and designated by the principal.

### C. TRANSPORTATION OF MEDICATIONS

All prescribed over-the-counter medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity, and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

### D. RECEIVING AND STORING MEDICATIONS

In accordance with F.S. 1006.062(2), all prescribed over-the-counter medications, to be administered by school staff that are trained and designated by the principal, shall be received from the parent/guardian in the original sealed container, and counted (number of tablets or amount of liquid) and recorded on the area designated on the Student Medication Log. The medication shall be properly labeled and stored in the original container in a locked cabinet.

### E. TRAINING

Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications.

### F. DOCUMENTATION

The principal is responsible for ensuring all staff who administer medication complete the Student Medication Log in accordance with the procedure in the Medication Administration Handbook.

### G. FIELD TRIPS

The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All prescribed over-the-counter medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved

by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

#### H. EXTENUATING CIRCUMSTANCES

Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

### ADMINISTRATION OF SELECTED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PARENTAL APPROVAL ONLY RULES

#### 1. ADMINISTRATION OF MEDICATIONS

##### A. AUTHORIZATION FOR ADMINISTRATION BY SCHOOL PERSONNEL

An *Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only* form must be completed and signed by the parent/guardian for high school students (grades 9-12) authorized by parent to receive selected OTC medications. The selected over-the-counter (OTC) medications will be stored in the school clinic and administered by school personnel. Only medications listed on the *Authorization for Selected Over-The-Counter Medication with Parental Approval* form are permitted only for the symptoms identified on the form. The selected over-the-counter (OTC) medications will be administered in accordance with the manufacturer's labeled instructions.

##### B. ADMINISTRATION

The selected over-the-counter (OTC) medications may NOT be administered until the completed *Authorization for Selected Over-the-Counter Medication with Parent Approval Only* form is signed by the student's parent/guardian and received by the school. A new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval Only* form must be completed, signed by parent/guardian, and submitted to the school every school year. The *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form is valid only for the duration of a given school calendar year. Any changes in selected over-the-counter (OTC) medication, during a school calendar year, shall require that a new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form to be completed and signed by the student's parent/guardian, and received by the school. In accordance to the Nurse Practice Act the selected over-the-counter medications (OTC) listed on the form will only be administered by school personnel. Licensed nurses may only dispense medications with a doctor's prescribed order.

- C. SELECTED OVER-THE-COUNTER (OTC) MEDICATION STORAGE AND DOCUMENTATION FOR ADMINISTRATION BY SCHOOL PERSONNEL  
For high school students (grades 9-12), selected over-the-counter (OTC) medications must be received in the original sealed container. F.S. 1006.062 mandates that each medication administered by school personnel shall be received from the parent/guardian in the original sealed container and counted (number of tablets or amount of liquid) and recorded in the area designated on the Student Medication Log. The selected over-the-counter (OTC) medication shall be properly labeled and stored in the original container, in a locked cabinet, and supervised by school personnel.
  
- D. TRANSPORTATION OF SELECTED OVER-THE-COUNTER MEDICATIONS (OTC) FOR ADMINISTRATION BY SCHOOL PERSONNEL  
All selected over-the-counter (OTC) medications must be transported to the school, and delivered to the school office, by the student's parent/guardian. Selected over-the-counter (OTC) medications will not be accepted by school staff if transported to the school by the student.
  
- E. TRAINING OF SCHOOL PERSONNEL FOR ADMINISTRATION OF SELECTED OVER-THE-COUNTER (OTC) MEDICATION  
All school personnel administering selected over-the-counter medications with parental approval only must complete the on-line medication administration course located on the Coordinated Student Health Services District website.
  
- 2. AUTHORIZATION FOR SELF- CARRY AND SELF- ADMINISTRATION BY STUDENT, OF PARENT-APPROVED, SELECTED OVER-THE-COUNTER (OTC) MEDICATION BY STUDENT (GRADES 9-12)
  - A. AUTHORIZATION  
An *Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only* form must be completed and signed by the parent/guardian for high school students (grades 9-12) authorized by parent to self- carry and self-administer selected over-the-counter (OTC) medications on school grounds and during school sponsored events. Only the medications listed on the *Authorization for Selected Over-The-Counter Medication with Parental Approval* form are permitted only for the symptoms identified on the form. The selected over-the-counter (OTC) medications, with parental approval only, may be self- administered and self- carried by high school students (grades 9-12) ONLY as authorized on the form by the parent/guardian. The selected over- the - counter (OTC) medications for self - carry and self – administration must be contained within the manufacturers original container labeled with student's name. The selected over-the-counter (OTC) medications may only be self-carried and self-administered by the student according to manufacturer's label, and as



approved by the parent/guardian on the *Authorization for Selected Over-the-Counter Medication with Parent Approval Only* form.

**B. ADMINISTRATION**

The selected over-the-counter (OTC) medications may NOT be self-carried or self-administered by the student until the completed *Authorization for Selected Over-the-Counter Medication with Parent Approval Only* form is signed by the student's parent/guardian and received by the school. A new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval Only* form must be completed, signed by parent/guardian, and submitted to the school every school year. The *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form is valid only for the duration of a given school calendar year. Any changes in selected over-the-counter (OTC) medication, during a school calendar year, shall require that a new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form be completed and signed by the student's parent/guardian, and received by the school.

**C. TRANSPORTATION OF SELECTED OVER-THE-COUNTER (OTC) MEDICATIONS FOR SELF-CARRY AND SELF – ADMINISTRATION BY STUDENT (GRADES 9-12)**

Students (grades 9-12) may transport selected over-the-counter (OTC) medication, with parental approval only, contained within the manufacturers original container labeled with students name, as designated and approved on the *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form for self-carry and self-administration by the student.

**D. FIELD TRIPS AND/OR SCHOOL SPONSORED EVENTS**

The requirements for the administration of selected over-the-counter (OTC) medications, with parental approval only, for administration by trained school personnel, as well as self-carry and self-administration by the student, while students are away from school property, engaged within field trips and/or other school sponsored events are the same as those while on school property.

**E. EXTENUATING CIRCUMSTANCES**

Administration of over-the counter (OTC) medication that requires consideration outside of the rules outlined within this policy, for administration by trained school personnel, as well as self-carry and self-administration by student, must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for such consideration through their school principal.