

## ADMINISTRATION OF MEDICATIONS/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 ACCOMMODATED 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

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

## 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 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. Copies of the completed forms must be placed in the student's cumulative folder.

#### B. ADMINISTRATION

All medications, including over the counter, will be administered 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 medications, including, over-the-counter, must be transported by parents/guardians, unless the student has a special health condition. Students with special health conditions e.g., asthma, diabetes and hypersensitivity, regardless of grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form. 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 to self administer emergency medications.

#### D. RECEIVING AND STORING MEDICATIONS

All 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, a licensed practical nurse, a licensed physician, or a certified 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.

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.

II. 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 to 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.

B. TRAINING

All personnel administering medical treatments must receive child specific training for the required treatment. A registered nurse (RN) must provide the training.

C. DOCUMENTATION

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

D. FIELD TRIPS

Only trained personnel can administer treatments on a field trip.