

## **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. 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; 1/18/17

### **I. ADMINISTRATION OF PRESCRIBED MEDICATION/TREATMENTS RULES**

#### **A. ADMINISTRATION OF MEDICATIONS**

##### **1. AUTHORIZATION**

*An Authorization for Medication/Treatment Form* must be completed for students receiving prescription 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 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 to include the type, amount, time to be administered, possible side effects, and any special

instructions regarding the medication. Copies of the completed forms must be placed in the student's cumulative folder.

2. ADMINISTRATION

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

3. TRANSPORTATION OF MEDICATIONS

All prescribed 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.

4. RECEIVING AND STORING MEDICATIONS

In accordance with F.S. 1006.062(2), all prescribed medications, 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.

5. 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. School personnel must receive child specific training for emergency injectable medications e.g., glucagon and epi-pen, when ordered for students.

6. DOCUMENTATION

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

7. 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, 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.

#### 8. 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.

### B. ADMINISTRATION OF TREATMENTS

#### 1. 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 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.

#### 2. 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.

#### 3. DOCUMENTATION

The principal is responsible for ensuring all school personnel that administer treatments complete the Daily Procedure Log in accordance with the procedure in Medication Administration Handbook.

#### 4. FIELD TRIPS

Only trained personnel can administer treatments on a field trip.

#### 5. 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.

## **II. ADMINISTRATION OF PRESCRIBED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PHYSICIAN APPROVAL RULES**

### **A. ADMINISTRATION OF MEDICATIONS**

#### **1. AUTHORIZATION**

An Authorization for Medication/Treatment Form must be completed for all students receiving prescribed 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.

There are seven selected over-the-counter medications (OTC) that are permitted for grades 9-12 with parental approval only. The medications are as follows: Tylenol, Midol, Ibuprofen, Tums, Allegra, Claritin and Lactaid. An Authorization for Selected Over-the-Counter Medication with Parental Approval Only form must be completed and signed by the parent and student and notarized.

#### **2. ADMINISTRATION**

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

#### **3. 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.

4. RECEIVING AND STORING MEDICATIONS

In accordance with F.S. 1006.062(2), all prescribed over-the-counter medications, to be administered by school personnel 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.

5. 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.

6. DOCUMENTATION

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

7. 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.

8. 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.

**III. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF SELECTED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PARENTAL APPROVAL ONLY FOR STUDENTS IN GRADES 9-12**  
**RULES**

**A. AUTHORIZATION**

1. An *Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only* form must be completed, signed and notarized by the parent/guardian and student in (grades 9-12) to self-carry and self-administer selected (OTC) medications on school grounds and during school sponsored events. 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 for a maximum of two doses per day. The selected over-the-counter (OTC) medications for self-carry and self-administration by the student must be contained within the manufacturers original container labeled with the student's name. The medication must be self-administered in accordance with the manufacturer's labeled instructions.

**2. ADMINISTRATION**

A new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval Only* form must be completed, notarized signed by parent/guardian and student 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 received by the school. Principal/designee must maintain the *Authorization Form* and file it in the student's CUM Health folder at the end of the school year. Students in grades 9-12 are only permitted to self-carry and self-administer only one selected OTC medication as authorized on the form by the parent/guardian for a maximum of two doses/day.

**3. DISCIPLINARY ACTIONS**

Consequences for sale/attempted sale/transmittal of any over-the-counter (OTC) medications will result in disciplinary actions as outlined in The Code of Student Conduct (Policy 5.8).

**4. 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.

**IV. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF OVER-THE-COUNTER TOPICAL PRODUCTS**

1. Students in all grade levels may self-carry and self-administer the following products: sunscreen, bug repellents (i.e., wipes, lotions). NO AEROSOL SPRAY OR PUMP PRODUCTS are allowed.
2. The 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 the manufacturer's label
  - 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.

**V. RIGHTS, RULES AND RESPONSIBILITIES OF USE, POSSESSION, SALE, TRANSMITTAL OF OVER-THE-COUNTER MEDICATIONS**

1. Parent/guardian and student must familiarize themselves of rights, rules and responsibilities of use, possession, sale/attempted sale/transmittal of any over-the-counter (OTC) medications, as outlined in The Code of Student Conduct (Policy 5.8).