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5.15

ADMINISTRATION OF MEDICATION

POLICY:

- (1) Administration of Prescription Medication
 - (a) Each school principal shall designate a staff member(s) to administer prescribed medications. The staff member(s) shall be trained annually by a licensed nurse or licensed physician.
 - (b) Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. This rule, the *Standard Operating Procedures Manual*, and the *Code of Student Conduct* shall set forth provisions for administering prescription medications.
 - (c) Instructions on using a prescription shall be provided by a physician or described on the medication container provided by the physician or pharmacist.
 - (d) All prescription medications shall be delivered to the office/clinic with the following information provided:
 1. Student's name;
 2. Name of medication;
 3. Date of prescription and pharmacy;
 4. Diagnosis;
 5. Reason for giving;
 6. Name and purpose of medication;
 7. Specific instructions on the administration of the medication;
 8. Approximate duration of medication
 9. Beginning date – Ending date;
 10. Allergies;

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11. Side effects;
 12. A note signed by the student's parent(s), as defined by Florida Statutes, to grant permission for administering the prescription medication;
 13. Medication to be counted with two (2) persons signing.
- (e) First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.
 - (f) A permission form signed by the student's parent(s), as defined by Florida Statutes, shall be required. The physician's signature on the permission form is required after two days. The permission form shall be updated every ninety (90) days. A two (2) day grace period will be extended to parents for renewal of authorization of medication.
 - (g) Prescription medication which is kept at school shall be counted and shall be stored in its original container, in a secure location under lock and key as designated by the school principal, with the student's name attached. Only authorized staff who administer said medication shall have access to it.
 - (h) 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 III. Must be on file in the office/clinic. A student who has permission to self-administer emergency medication may carry the medication on the school bus or at any school related activity. The principal shall notify the bus driver and the transportation department regarding such students.

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- (i) A record shall be maintained on each student who receives a prescription medication during school hours, including the date and time each dose of prescription medication was administered. These records shall be made available at all times to the principal and authorized staff.
 - (j) Field Trips – The requirements for the administration of medication while students are away from school property or on official school business shall be the same as those while on school property. All medications including nonprescription medications that are taken on field trips or other official school business must be in the original container. Only trained personnel will administer medication away from the school site except for students who have permission to self-administer emergency medications.
- (2) Administration of Emergency Medication
- (a) Schools may purchase and maintain a supply of epinephrine auto-injectors to use when a student is having an anaphylactic reaction. The medication shall be kept in a locked, secure location accessible only to trained personnel.
 - (b) The School Board shall adopt a protocol, developed by a licensed physician, for the administration of epinephrine in emergency situations.
 - (c) Only school personnel who are trained to recognize an anaphylactic reaction and certified to administer an epinephrine auto-injector or a person who is authorized by an authorized health care practitioner shall be permitted to administer this medication; however, the auto-injector may be given to a student who is authorized to self-administer an epinephrine auto-injector.
 - (d) Under the provisions of Florida Statutes, the District trained and certified personnel, or an uncertified person who administers an epinephrine auto-injector under the authorization of an authorized health care provider shall not be liable for any injury resulting from the administration of an auto-injector provided that school personnel were trained or authorized as provided by law, followed the established protocol and believed that the student was having an anaphylactic reaction.

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STATUTORY AUTHORITY : 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 381.88, 381.885, 768.13; 1001.43; 1002.21; 1002.22; 1006.062, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-6.0251, 6A-6.0252, 6A-6.0253

STATE DEPARTMENT OF HEALTH RULE(S): 64F-6.004

History:

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