



### **POLICY 5.321**

**4-A** I recommend that the Board adopt the proposed revised Policy 5.321, entitled "Administration of Student Medication/Treatment."

[Contact: Kim C. Williams, PX 81569.]

#### **Adoption**

#### **CONSENT ITEM**

- The Board approved development of this revised Policy at the development reading on September 7, 2010.
- This revision adds language, pursuant to Fla. Stat. § 1002.20(3) (per HB 747 (2010)) that school assignments for students with diabetes will not be restricted on the basis that the student has diabetes, due the absence of a full-time school nurse or due to the absence of school district employees trained in the management of diabetes.
- Pursuant to Fla. Stat. § 1002.20(3) (per SB 166 (2010)), a student who has experienced or is at risk for pancreatic insufficiency or who has been diagnosed as having cystic fibrosis may carry and self-administer a physician prescribed pancreatic enzyme supplement while in school, participating in school-sponsored activities, or in transit to or from school for school-sponsored activities with authorization from the student's parent.
- To facilitate correct identification and maintain the health and safety of the student during the administration of the medication/treatment by the school nurse and/or school district staff, the parent/guardian must provide each school year a recent photograph of the student to the principal's designee.

**POLICY 5.321**

**ADMINISTRATION OF STUDENT MEDICATION/TREATMENT**

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3 1. Duties and Authority of District School Personnel Regarding Student Medication

4 a. Pursuant to Fla. Stat. § 1006.062(1), "Notwithstanding the provisions of the  
5 Nurse Practice Act, part I of Chapter 464, school district personnel may assist  
6 students in the administration of prescription medication," if the following  
7 conditions have been met:

8 i. As required by Fla. Stat. § 1006.062(1)(b)1, for each prescribed  
9 medication, the student's parent or guardian shall provide to the school  
10 principal a signed Physician's Authorization for Student  
11 Medication/Treatment form ("Authorization form" prepared by the Health  
12 Department) which shall grant to the principal or the principal's designee  
13 permission to assist in the administration of such medication and which  
14 explains the necessity for the medication to be provided during the school  
15 day, including any occasion when the student is away from school  
16 property on official school business;

17 ii. "The school principal or the principal's trained designee shall assist the  
18 student in the administration of such medication" pursuant to Fla. Stat. §  
19 1006.062(1)(b)(1);

20 iii. District personnel shall be trained by a registered nurse, licensed practical  
21 nurse, physician's assistant, or physician according to a procedure which  
22 the School Board shall include in its approved school health services plan  
23 as required by Fla. Stat. § 1006.062(1)(a);

24 iv. "Each prescribed medication to be administered by District School Board  
25 personnel shall be received, counted, and stored in its original container.  
26 When the medication is not in use, it shall be stored in its original  
27 container in a secure fashion under lock and key in a location designated  
28 by the principal," pursuant to Fla. Stat. § 1006.062 (1)(b)2;

29 v. A properly executed Physician's Authorization for Student  
30 Medication/Treatment form ("Authorization form" prepared by the Health  
31 Department) must be on file for the student and the particular medication;  
32 and

33 vi. Other conditions have been fulfilled, and procedures have been followed,  
34 as are set forth in this Policy, Sections 1(b) through 8(f) (ii).

35 b. A minimum of two (2) District personnel shall be designated by the principal of

36 each school to assist in the administration of medication. These designees will  
37 be trained at the beginning of each school year.

38 c. District personnel will be designated by the principal to administer medication,  
39 as necessary, during a field trip. The designee will be trained by a school  
40 nurse.

41 d. The Authorization form provided by the custodial parent/guardian shall be a  
42 confidential medical record. The Authorization form is to be made available for  
43 review only to District personnel designated by the principal to administer  
44 medication.

45 e. By signing the Authorization form, the custodial parent/guardian provides  
46 permission for District personnel designated by the principal to:

47 i. administer medication/treatment;

48 ii. share relevant information with appropriate staff; and/or

49 iii. contact the student's health care provider concerning the medication  
50 ordered.

51 f. Pursuant to Fla. Stat. § 1006.062(2), "there shall be no liability for civil  
52 damages as a result of the administration of such medication, when the  
53 person administering such medication acts as an ordinarily reasonably prudent  
54 person would have acted under the same or similar circumstances."

55 g. Schools do not have the authority in the absence of the Authorization form or  
56 consent of the custodial parent/guardian to administer, or require students to  
57 take, medication.

58 h. Medications are to be kept in a double-locked cabinet or locked refrigerator.

59 i. Medications shall be administered in compliance with the requirements in  
60 Section (7) of this Policy.

61 j. Medication/treatment orders and Medication Administration Records (MAR)  
62 shall be filed in the student's confidential health record (located in the school  
63 health room).

64 2. Authority and Responsibility of the School Nurse

65 a. In schools where a school nurse is assigned full-time, the school nurse will  
66 manage the medication administration program.

67 b. In schools where a part-time school nurse is assigned, or when the school

68 nurse is absent, the administration of medication comes under the authority of  
69 the school principal.

70 c. Medication/treatment shall be administered in compliance with Section (7) of  
71 this Policy.

72 3. Custodial Parent/Guardian's Request for Student Medication/Treatment

73 a. Requests from a custodial parent/guardian for their child to receive any  
74 medication/treatment during school hours must be made by submitting a  
75 properly executed Authorization form to the school nurse or principals. Further,  
76 it is the responsibility of the parent(s)/guardian to notify school administration if  
77 the student needs to use a blood glucose monitoring device and/or insulin  
78 delivery system at school.

79 b. A separate Authorization form must be submitted for:

80 i. each medication;

81 ii. each treatment;

82 iii. each dosage change; and/or

83 iv. each new school year.

84 c. The custodial parent/guardian may retrieve the medication/treatment from the  
85 school at any time before the end of the school year.

86 d. Medication that is not retrieved by the custodial parent/guardian after one (1)  
87 week following the termination of the physician's order will be destroyed.

88 e. Medication that is not retrieved by the custodial parent/guardian within two (2)  
89 days after the close of the school year will be destroyed.

90 f. When medication is destroyed, this action shall be taken consistent with Fla.  
91 Stat. § 499.0121, in such a manner as to ensure total destruction of the  
92 substance so that no one could make use of the medication or be harmed by  
93 it.

94 g. The Authorization form is to be obtained from the office of the student's  
95 physician.

96 4. Medication/Treatment Prescribed by a Physician

97 a. Prescribed medication by a physician should be brought to school by the  
98 custodial parent/guardian in the original container.

- 99           b. The medication should be given to the school nurse and/or principal's  
100           designee.
- 101           c. The container must be appropriately labeled by a pharmacy or by the  
102           physician showing:
- 103           i. student's name;
- 104           ii. physician's name;
- 105           iii. medication name, dose, and administration information;
- 106           iv. prescription number (if applicable);
- 107           v. prescription date; and
- 108           vi. expiration date.
- 109           d. If the prescription medication is in pill or capsule form, the pills/capsules are to  
110           be counted by the school nurse and/or principal's designee in the presence of  
111           the parent/guardian and both shall sign the student's Medication  
112           Administration Record noting the date, the amount of medication received, and  
113           their signatures.
- 114           e. If the prescription medication is in liquid form, the amount of liquid in the  
115           container is to be documented by the school nurse and/or principal's designee  
116           in the presence of the parent/guardian and both shall sign the student's  
117           Medication Administration Record noting the date, the amount of medication  
118           received and their signatures.

119   5. Over-the-Counter Medication

- 120           a. Over-the-counter medication must be:
- 121           i. authorized by a physician;
- 122           ii. in the new sealed original container; and
- 123           iii. labeled with the student's name by the custodial parent/guardian.
- 124           b. If the over-the-counter medication is in pill or capsule form, the number of  
125           pills/capsules is to be documented by the school nurse and/or principal's  
126           designee in the presence of the parent/guardian and both shall sign the  
127           student's Medication Administration Record noting the date, the amount of  
128           medication received, and their signatures.
- 129           c. If the over-the-counter medication is in liquid form, the amount of liquid in the

130 container is to be documented by the school nurse and/or principal's designee  
131 in the presence of the parent/guardian and both shall sign the student's  
132 Medication Administration Record noting the date, the amount of medication  
133 received, and their signatures.

134 6. Students' Rights and Responsibilities

135 a. While on District property, asthmatic students shall be allowed to retain a  
136 metered dose inhaler when they have written approval from the custodial  
137 parent/guardian and physician (on an "Authorization form") pursuant to Fla.  
138 Stat. § 1002.20(3)(h). The school nurse and/or principal's designee shall  
139 maintain a copy of these approvals in the medication administration record.

140 b. Diabetes management. Pursuant to Fla. Stat. § 1002.20(3) (per HB 747  
141 (2010)), school assignments for students with diabetes will not be restricted on  
142 the basis that the student has diabetes, due the absence of a full-time school  
143 nurse or due to the absence of school district employees trained in the  
144 management of diabetes.

145 i. Students with Diabetes whose parents/guardians and physician provide  
146 written authorization to the school principal may carry diabetic supplies  
147 and equipment on their person and attend to the management and care  
148 of their diabetes while in school, participating in school-sponsored  
149 activities, or in transit to or from school for school-sponsored activities to  
150 the extent authorized by the parent and physician and within the  
151 parameters set forth by State Board of Education rule. The written  
152 authorization shall identify the diabetic supplies and equipment that the  
153 student is authorized to carry and shall describe the activities the child is  
154 capable of performing without assistance, such as performing blood-  
155 glucose level checks and urine ketone testing, administering insulin  
156 through the insulin- delivery system used by the student, and treating  
157 hypoglycemia and hyperglycemia.

158 ii. As provided in Board Policy 5.3212, students who need to monitor their  
159 blood glucose levels during the school day, as ordered by their physician,  
160 have the responsibility of showing the monitoring device and/or insulin  
161 delivery system to their teachers and administrators and school nurse at  
162 the beginning of the school year or at such later date as corresponds with  
163 their starting to use such medical devices at school. The device(s) must  
164 be labeled consistent with Sections (4) or (5) above.

165 c. While in school, participating in school sponsored activities, or in transit to or  
166 from school or school-sponsored activities, students who have experienced or  
167 are at risk for experiencing life-threatening allergic reactions shall be allowed  
168 to retain an epinephrine auto-injector (not including a two-dose delivery

169 system) and self-administer epinephrine by auto-injector when they have  
170 provided the school with written approval from the custodial parent/guardian  
171 and physician (on an "Authorization form") pursuant to Fla. Stat §  
172 1002.20(3)(i). The school nurse and/or principal's designee shall maintain a  
173 copy of these approvals in the medication administration record.

174 d. Pursuant to Fla. Stat. § 1002.20(3) (per SB 166 (2010)), a student who has  
175 experienced or is at risk for pancreatic insufficiency or who has been  
176 diagnosed as having cystic fibrosis may carry and self-administer a physician  
177 prescribed pancreatic enzyme supplement while in school, participating in  
178 school-sponsored activities, or in transit to or from school for school-  
179 sponsored activities with authorization from the student's parent.

180 e. To facilitate correct identification and maintain the health and safety of the  
181 student during the administration of the medication/treatment by the school  
182 nurse and/or school district staff, the parent/guardian must provide each  
183 school year a recent photograph of the student to the principal's designee.

184 7. Administration of Medication

185 a. A reasonable attempt shall be made to administer medicine in a manner which  
186 shall not interfere with the educational process.

187 b. If the information required in the Authorization form as required in Section (3)  
188 (b) (i-vi) above is not available, or the container is not labeled properly  
189 pursuant to Section (4) (d) (i-vi), the medication/treatment will not be  
190 administered to the student by the school nurse and/or principal's designee.

191 c. Further, the medication/treatment will not be administered, and the custodial  
192 parent/guardian and the principal/designee must be notified, if:

193 i. there is a conflict between the physician's order and the medication label  
194 directions (e.g., conflicts regarding the name of the medication, the  
195 student's name, the time the medication is to be given, or the dosage);

196 ii. there is a possible contamination of the medication;

197 iii. if the medication is to be taken orally, and the student is unable to  
198 swallow oral medication;

199 iv. there has been a change in the medication's color or composition;

200 v. there is a question of the student's identity;

201 vi. the medication has expired; or

- 202           vii. the student refuses to take the medication.
- 203           d. Medication "rights" are to be observed before medication is administered to a  
204           student. These include but are not limited to:
- 205           i. right student: the student is to be identified before medication is  
206           administered.
- 207           ii. right medication: the orders must match the medication label.
- 208           iii. right dosage: the orders must match the medication label.
- 209           iv. right time: the orders must match the medication label and the medication  
210           is to be given within thirty (30) minutes before or after the prescribed time.
- 211           v. right route: the medication must be properly administered. Examples of  
212           administration are inhalation, oral or injection.
- 213           vi. right documentation: following the medication administration or provision  
214           of a treatment, documentation must be completed on the student's  
215           Medication Administration Record.
- 216           e. The school nurse/principal's designee must observe the student while the  
217           student is taking the medication.
- 218           f. Oral medication should be taken with water, unless otherwise specified by the  
219           ordering physician.
- 220           g. Any deviation from Section (7) of this Policy must be noted in the student's  
221           medication administration record and reported immediately by telephone to the  
222           custodial parent/guardian and to the principal/designee.

223   8. Individual Medication Record

- 224           a. The medication administration record is a legal document.
- 225           b. The person who administers the medication shall note the following  
226           information on the student's medication administration record each time a  
227           medication/treatment is administered, and all such information shall be  
228           *recorded in ink*:
- 229           i. the initials of the person administering the medication/treatment;
- 230           ii. the name and dosage of the medication/treatment; and
- 231           iii. the date and time the medication/treatment was given; or



- 232           iv. a notation if the medication/treatment should have been administered, but  
233           was not.
- 234           c. Any medication/treatment that is administered on an "as needed" basis shall  
235           be recorded each time it is given.
- 236           d. Errors made in signing out medications must be crossed out, initialed, and  
237           correctly entered; and
- 238           e. Correction fluid, erasures, correction tape or similar items are not permitted on  
239           the medication administration record.
- 240           f. The custodial parent/guardian and the principal/designee must be notified, and  
241           the medication/treatment will not be administered, if:
- 242           i. there is no written and/or signed physician order in the medication  
243           administration record; or
- 244           ii. the medication administration record does not contain a signed  
245           permission from the custodial parent/guardian.

246   STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(1) & (2); 1001.42(26); 1001.43(7);  
247   1006.062; 1006.07  
248   LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.42(8) (a); 1002.20(3); 1003.22;  
249   1006.062; 1006.07  
250   HISTORY: 12/18/74; 5/7/97; 08/05/02; 9/13/2006; \_\_/\_\_/2010

Legal Signoff:

The Legal Department has reviewed proposed Policy 5.321 and finds it legally sufficient for adoption by the Board.

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Attorney

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Date