



POLICY 5.321

4-B I recommend that the Board adopt the proposed revised Policy 5.321, entitled “Administration of Student Medication/Treatment.”

[Contact: Judith Klinek, PX 43876.]

Adoption

CONSENT ITEM

- The Board approved development of this revision on July 26, 2006.
- This amendment conforms with a statutory amendment permitting students who have experienced or are at risk for experiencing life-threatening allergic reactions, to retain an epinephrine auto-injector and self-administer epinephrine by auto-injector pursuant to Fla. Stat § 1002.20(3)(i), while in school, participating in school sponsored activities, or in transit to or from school or school-sponsored activities, if they have provided the school with written approval from the custodial parent/guardian and physician. (Lines 159-167.)
- The revision also includes minor updates and clarifications, requested by the District’s health services specialist.
- The revision was reviewed by, and suggestions were received and incorporated from, representatives of the Health Department and Health Care District.

POLICY 5.321

ADMINISTRATION OF STUDENT MEDICATION/TREATMENT

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

- a. Pursuant to Fla. Stat. § ~~232.46(1)~~1006.062(1), "Notwithstanding the provisions of the Nurse Practice Act, part I of Chapter 464, school district personnel ~~shall be authorized to~~ may assist students in the administration of prescription medication," if the following conditions have been met:
- i. As required by Fla. Stat. § ~~232.46~~1006.062(1)(b)1, for each prescribed medication, the student's parent or guardian shall provide to the school principal a ~~written statement~~ signed Physician's Authorization for Student Medication/Treatment form ("Authorization form") prepared by the Health Department) which shall grant to the principal or the principal's designee permission to assist in the administration of such medication and which ~~shall explain~~ the necessity for ~~such~~ the medication to be provided during the school day, including any occasion when the student is away from school property on official school business;
- ii. "The school principal or the principal's trained designee shall assist the student in the administration of such medication" pursuant to Fla. Stat. § ~~232.46~~1006.062(1)(b)(1), ~~Fla. Stat.~~;
- iii. District personnel shall be trained by a registered nurse, licensed practical nurse, physician's assistant, or physician according to a procedure which the School Board shall include in its approved school health services plan as required by Fla. Stat. § ~~232.46~~1006.062(1)(a), ~~Fla. Stat.~~;
- iv. "Each prescribed medication to be administered by District School District Board personnel shall be received, counted, and stored in its original container. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the principal," pursuant to Fla. Stat. § ~~232.46~~1006.062(1)(b)2, ~~Fla. Stat.~~;
- v. A properly executed Physician's Authorization for Student Medication/Treatment form ("Authorization form" prepared by the Health Department) ~~is~~ must be on file for the student and the particular medication; and
- vi. Other conditions ~~are~~ have been fulfilled, and procedures ~~are~~ have been followed, as are set forth in this Policy, Sections 1(b) through 8(f)(ii).

- 38 b. A minimum of two (2) District personnel shall be designated by the principal of
39 each school to assist in the administration of medication. These designees
40 will be trained at the beginning of each school year.
- 41 c. District personnel will be designated by the principal to administer medication,
42 as necessary, during a field trip. The designee will be trained by a school
43 nurse.
- 44 d. The Authorization form provided by the custodial parent/guardian shall be a
45 confidential medical record. The Authorization form is to be made available for
46 review only to District personnel designated by the principal to administer
47 medication.
- 48 e. By signing the Authorization form, the custodial parent/guardian provides
49 permission for District personnel designated by the principal to:
- 50 i. administer medication/treatment;
- 51 ii. share relevant information with appropriate staff; and/or
- 52 iii. contact the student's health care provider concerning the medication
53 ordered.
- 54 f. Pursuant to Fla. Stat. § ~~232.46~~1006.062(2), "there shall be no liability for civil
55 damages as a result of the administration of such medication, when the
56 person administering such medication acts as an ordinarily reasonably prudent
57 person would have acted under the same or similar circumstances."
- 58 g. Schools do not have the authority in the absence of the Authorization form or
59 consent of the custodial parent/guardian to administer, or require students to
60 take, medication.
- 61 h. Medications are to be kept in a double-locked cabinet or locked refrigerator.
- 62 i. Medications shall be administered in compliance with the requirements in
63 Section (7) of this Policy.
- 64 j. Medication/treatment orders and ~~sign-out sheets~~ Medication Administration
65 Records (MAR) shall be filed in the student's ~~health cumulative record at the~~
66 ~~end of the school year filed in the student's~~ confidential health record (located
67 in the school health room).
- 68 2. Authority and Responsibility of the School Nurse
- 69 a. In schools where a school nurse is assigned full-time, the school nurse will
70 manage the medication administration program.

71 b. In schools where a part-time school nurse is assigned, or when the school
72 nurse is absent, the administration of medication comes under the authority of
73 the school principal.

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

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

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

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

84 i. each medication;

85 ii. each treatment;

86 iii. each dosage change; and/or

87 iv. each new school year;~~;~~

88 ~~v. each new summer school session; and/or~~

89 ~~vi. each transfer to a new school.~~

90 c. The custodial parent/guardian may retrieve the medication/treatment from the
91 school at anytime before the end of the school year.

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

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

96 f. When medication is destroyed, this action shall be taken consistent with Fla.
97 Stat. § 499.0121, in such as manner as to ensure total destruction of the
98 substance so that no one could make use of the medication or be harmed by
99 it. ~~For example, it could be flushed down the toilet.~~

100 g. The Authorization form ~~may~~ is to be obtained from the office of the student's
101 physician.

102 i. ~~office of the student's physician;~~

103 ii. ~~school nurse; or~~

104 iii. ~~principal's designee.~~

105 4. Medication/Treatment Prescribed by a Physician

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

108 b. The medication should be given to the school nurse and/or principal's
109 designee ~~to accept medication.~~

110 ~~c. The principal's designee shall provide a written receipt for the medication to~~
111 ~~the custodial parent/guardian.~~

112 d. The container must be appropriately labeled by a pharmacy or by the
113 physician showing:

114 i. student's name;

115 ii. physician's name;

116 iii. medication name, dose, and administration information;

117 iv. prescription number (if applicable);

118 v. prescription date; and

119 vi. expiration date.

120 e. If the prescription medication is in pill or capsule form, the pills/capsules are to
121 be counted by the school nurse and/or principal's designee in the presence of
122 the parent/guardian and both shall sign the student's Medication
123 Administration Record noting the date, the amount of medication received, and
124 their signatures.

125 f. If the prescription medication is in liquid form, the amount of liquid in the
126 container is to be documented ~~estimated~~ by the school nurse and/or principal's
127 designee in the presence of the parent/guardian and both shall sign the
128 student's Medication Administration Record noting the date, the amount of
129 medication received and their signatures.

130 5. Over-the-Counter Medication

131 a. Over-the-counter medication must be:

- 132 i. authorized by a physician;
- 133 ii. in the new sealed original container; and
- 134 iii. labeled with the student's name by the custodial parent/guardian.
- 135 b. If the over-the-counter medication is in pill or capsule form, the number of
136 pills/capsules are to be counted documented by the school nurse and/or
137 principal's designee in the presence of the parent/guardian and both shall sign
138 the student's Medication Administration Record noting the date, the amount of
139 medication received, and their signatures.
- 140 c. If the over-the-counter medication is in liquid form, the amount of liquid in the
141 container is to be documented estimated by the school nurse and/or principal's
142 designee in the presence of the parent/guardian and both shall sign the
143 student's Medication Administration Record noting the date, the amount of
144 medication received, and their signatures.

145 6. Students' Rights and Responsibilities

- 146 a. While on District property, asthmatic students shall be allowed to retain a
147 metered dose inhaler when they have written approval from the custodial
148 parent/guardian and physician (on an "Authorization form") pursuant to Fla.
149 Stat. § 232.471002.20(3)(h). The school nurse and/or principal's designee
150 shall maintain a copy of these approvals in the individual medication
151 administration record.
- 152 b. As provided in Board Policy 5.3212, Students who need to monitor their
153 blood glucose levels during the school day, as ordered by their physician,
154 have the responsibility of showing the monitoring device and/or insulin delivery
155 system to their teachers and administrators and school nurse at the beginning
156 of the school year or at such later date as corresponds with their starting to
157 use such medical devices at school. The device(s) must be labeled consistent
158 with Sections (4) or (5) above.
- 159 c. While in school, participating in school sponsored activities, or in transit to or
160 from school or school-sponsored activities, students who have experienced or
161 are at risk for experiencing life-threatening allergic reactions shall be allowed
162 to retain an epinephrine auto-injector (not including a two-dose delivery
163 system) and self-administer epinephrine by auto-injector when they have
164 provided the school with written approval from the custodial parent/guardian
165 and physician (on an "Authorization form") pursuant to Fla. Stat §
166 1002.20(3)(i). The school nurse and/or principal's designee shall maintain a
167 copy of these approvals in the medication administration record.

168 d. ~~If there is a question~~ To facilitate verification of the student's identity during the
169 administration of the medication/treatment, the ~~student~~ parent/guardian must
170 provide a photo of their student for identification to the principal's designee.

171 7. Administration of Medication

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

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

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

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

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

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

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

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

188 vi. the medication has expired; or

189 vii. the student refuses to take the medication.

190 d. Medication "rights" are to be observed before medication is administered to a
191 student. These include but are not limited to:

192 i. right student: the student is to be identified before medication is
193 administered.

194 ii. right medication: the orders must match the medication label.

195 iii. right dosage: the orders must match the medication label.

196 iv. right time: the orders must match the medication label and the medication
197 is to be given within thirty (30) minutes before or after the prescribed time.

- 198 v. right route: the medication must be properly administered. Examples of
199 administration are inhalation, oral or injection.
- 200 vi. right documentation: following the medication administration or provision
201 of a treatment, documentation must be completed on the student's
202 Medication Administration Record.
- 203 e. The school nurse/principal's designee must observe the student while the
204 student is taking the medication.
- 205 f. Oral medication should be taken with water, unless otherwise specified by the
206 ordering physician.
- 207 g. Any deviation from Section (7) of this Policy must be noted in the student's
208 individual medication administration record and reported immediately by
209 telephone to the custodial parent/guardian and to the principal/designee.
- 210 8. Individual Medication Record
- 211 a. The ~~individual~~ medication administration record is a legal document.
- 212 b. The person who administers the medication shall note the following
213 information on the student's ~~individual~~ medication administration record each
214 time a medication/treatment is administered, and all such information shall be
215 *recorded in ink*:
- 216 i. the initials of the person administering the medication/treatment;
- 217 ii. the name and dosage of the medication/treatment; and
- 218 iii. the date and time the medication/treatment was given; or
- 219 iv. a notation if the medication/treatment should have been administered, but
220 was not.
- 221 c. Any medication/treatment that is administered on an "as needed" basis shall
222 be recorded each time it is given.
- 223 d. Errors made in signing out medications must be crossed out, initialed, and
224 correctly entered; and
- 225 e. Correction fluid, erasures, correction tape or similar items are not permitted on
226 the ~~individual~~ medication administration record.
- 227 f. The custodial parent/guardian and the principal/designee must be notified, and
228 the medication/treatment will not be administered, if:

Legal Signoff:

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

Attorney

Date