



POLICY 5.321

5-B I recommend that the Board approve development of the proposed **revised** Policy 5.321, entitled "Administration of Student Medication/Treatment."

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

Development

CONSENT ITEM

- 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. Students with diabetes whose parents/guardians and physician provide written authorization to the school principal may carry diabetic supplies and equipment on their person and attend to the management and care of their 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 development by the Board.

Attorney

Date