

**POLICY 5.321**

**4-F** I recommend the Board adopt the proposed revisions to Policy 5.321, to be renamed "Administration of Student Medication/Treatment."

[Contact: Ronald Armstrong or Lashandra Span, 434-8821.]

◆ **Adoption**

- At the first reading (development) on June 3, the Board amended this proposed Policy and approved it for second reading (adoption) on July 8.
- The Board's amendments are incorporated in this final proposed text and are highlighted in bold print.

CONSENT ITEM

**PROPOSED REVISIONS TO POLICY 5.321**

**ADMINISTRATION OF STUDENT MEDICATION/TREATMENT BY SCHOOL DISTRICT  
PERSONNEL**

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

a. Pursuant to § 232.46(1), Fla. Stat., "Notwithstanding the provisions of the Nurse Practice Act, part I of Chapter 464, school district personnel shall be authorized to assist students in with the administration of required-prescription medication," if the following conditions have been met:

i. As required by § 232.46(1)(b)1, Fla. Stat., "[f]or each prescribed medication, the student's parent or guardian shall provide to the school principal a written statement 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 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 § 232.46(1)(b)1, Fla. Stat.;

iii. District personnel shall be is-trained by a registered 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 § 232.46(1)(a), Fla. Stat.;

iv. "Each prescribed medication to be administered by School District 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 § 232.46(1)(b)2, Fla. Stat.;

v. A properly executed Physician's Authorization for Student Medication/Treatment form ("Authorization form") is on file for the student and the particular medication; and

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

b. A minimum of two (2) District personnel shall be designated by the principal of each school to assist in the administration of medication. These designees will be trained at the beginning of each school year. Policies and procedures that govern the administration of medication are adopted by the School Board. Policies and procedures shall include, but not be limited to:

- 35 1. ~~The student's parent/guardian provides a completed *Physician's Authorization of*~~  
36 ~~*Medicine/Treatment for a Student at School* form;~~
- 37 2. ~~The medication to be administered shall be received in its original container. When~~  
38 ~~the medication is not in use, it shall be stored in a secure fashion, under lock and~~  
39 ~~key, in a location designated by the principal.~~
- 40 c. District personnel will be designated by the principal to administer medication, as  
41 necessary, during a field trip. The designee will be trained by a school nurse.
- 42 d. The Authorization form provided by the custodial parent/guardian shall be a  
43 confidential medical record. The Authorization form is to be made available for review  
44 only to District personnel designated by the principal to administer medication.
- 45 e. By signing the Authorization form, the custodial parent/guardian provides permission  
46 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.
- 50 f. ~~2. Pursuant to § 232.46(2), there shall will be no liability for civil damages as a result~~  
51 ~~of the medication administration of such medication, when the person administering~~  
52 ~~such medication acts as ordinarily reasonably prudent person would have acted under~~  
53 ~~the same or similar circumstances."~~
- 54 g. Schools do not have the authority in the absence of the Authorization form or consent  
55 of the custodial parent/guardian to administer, or require students to take, medication.
- 56 h. Medications are to be kept in a double-locked cabinet or locked refrigerator.
- 57 i. Medications shall be administered in compliance with the requirements in Section (7)  
58 of this Policy.
- 59 j. Medication/treatment orders and sign-out sheets shall be filed in the student's health  
60 cumulative record at the end of the school year.
- 61 2. Authority and Responsibility of the School Nurse
- 62 a. In schools where a school nurse is assigned full-time, the school nurse will manage the  
63 medication administration program.

- 64 b. In schools where a part-time school nurse is assigned, or when the school nurse is  
65 absent, the administration of medication comes under the authority of the school  
66 principal.
- 67 c. Medication/treatment shall be administered in compliance with Section (7) of this  
68 Policy.
- 69 3. Custodial Parent/Guardian's Request for Student Medication/Treatment ~~An asthmatic~~  
70 ~~student shall be allowed to carry a metered dose inhaler on his person while in school.~~
- 71 a. Requests from a custodial parent/guardian for their child to receive any  
72 medication/treatment during school hours must be made by submitting a properly  
73 executed Authorization form to the principal/designee. **Further, it is the responsibility**  
74 **of the parent(s)/guardian to notify school administration if the student needs to use a**  
75 **blood glucose monitoring device at school.**
- 76 b. A separate Authorization form must be submitted for:
- 77 i. each medication;
- 78 ii. each treatment;
- 79 iii. each dosage change;
- 80 iv. each new school year;
- 81 v. each new summer school session; and/or
- 82 vi. each transfer to a new school.
- 83 c. The custodial parent/guardian may retrieve the medication/treatment from the school at  
84 anytime before the end of the school year.
- 85 d. Medication that is not retrieved by the custodial parent/guardian after one (1) week  
86 following the termination of the physician's order will be destroyed.
- 87 e. Medication that is not retrieved by the custodial parent/guardian within two (2) days  
88 after the close of the school year will be destroyed.
- 89 f. When medication is destroyed, this action shall be taken pursuant to § 499.0121, Fla.  
90 Stat., in such a manner that no one could make use of the medication or be harmed by  
91 it. For example, it could be flushed down the toilet.
- 92 g. The Authorization form may be obtained from the:
- 93 i. office of the student's physician;

94        ii. school nurse; or

95        iii. principal's designee.

96    4. Medication/Treatment Prescribed by a Physician

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

99        b. The medication should be given to the principal's designee to accept medication.

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

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

104       i. student's name;

105       ii. physician's name;

106       iii. medication dose and administration information;

107       iv. prescription number (if applicable);

108       v. prescription date; and

109       vi. expiration date.

110       e. If the prescription medication is in pill or capsule form, the pills/capsules are to be  
111       counted by the principal's designee.

112       f. If the prescription medication is in liquid form, the amount of liquid in the container is  
113       to be estimated by the principal's designee.

114    5. Over-The-Counter Medication

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

116       i. authorized by a physician;

117       ii. in the original container; and

118       iii. labeled with the student's name by the custodial parent/guardian.

119       b. If the over-the-counter medication is in pill or capsule form, the pills/capsules are to be  
120       counted by the principal's designee.

121 c. If the over-the-counter medication is in liquid form, the amount of liquid in the  
122 container is to be estimated by the principal's designee.

123 6. Students' Rights and Responsibilities

124 a. ~~3.~~ While on District property, An asthmatic students shall be allowed to retain a  
125 metered dose inhaler on his person while in school when they have written approval  
126 from the custodial parent/guardian and physician pursuant to § 232.47, Fla. Stat. The  
127 principal's designee shall maintain a copy of these approvals in the individual  
128 medication record.

129 **b. Students who need to monitor their blood glucose levels during the school day, as**  
130 **ordered by their physician, have the responsibility of showing the monitoring device**  
131 **to their teachers and administrators at the beginning of the school year or at such**  
132 **later date as corresponds with their starting to use such device at school. The device**  
133 **must be labeled consistent with Sections (4) or (5) above.**

134 c. If there is a question of the student's identity during the administration of the  
135 medication/treatment, the student must provide photo identification to the principal's  
136 designee.

137 7. Administration of Medication

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

140 b. If the information required in the Authorization form as required in Section (3)(b)(i-vi)  
141 above is not available, or the container is not labeled properly pursuant to Section  
142 (4)(d)(i-vi), the medication/treatment will not be administered to the student by the  
143 principal's designee.

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

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

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

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

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

- 153        v. there is a question of the student's identity; or
- 154        vi. the medication has expired.
- 155        d. Medication "rights" are to be observed before medication is administered to a student.  
156        These include but are not limited to:
- 157        i. right student: The student is to be identified before medication is administered.
- 158        ii. right medication: The orders must match the medication label.
- 159        iii. right dosage: The orders must match the medication label.
- 160        iv. right time: The orders must match the medication label and the medication is to be  
161        given within thirty (30) minutes before or after the prescribed time.
- 162        v. right route: The medication must be properly administered. Examples of  
163        administration are inhalation, oral or injection.
- 164        e. The school nurse/principal's designee must observe the student while the student is  
165        taking the medication.
- 166        f. Oral medication should be taken with water, unless otherwise specified by the ordering  
167        physician.
- 168        g. Any deviation from Section (7) of this policy must be noted in the student's individual  
169        medication record and reported to the custodial parent/guardian and to the  
170        principal/designee.
- 171        8. Individual Medication Record
- 172        a. The individual medication record is a legal document.
- 173        b. The person who administers the medication shall note the following information on the  
174        student's individual medication record each time a medication/treatment is  
175        administered, and all such information shall be **recorded in ink**:
- 176        i. the initials of the person administering the medication/treatment;
- 177        ii. the name and dosage of the medication/treatment; and
- 178        iii. the date and time the medication/treatment was given; or
- 179        iv. a notation if the medication/treatment should have been administered, but was not.

- 180 c. Any medication/treatment that is administered on an "as needed" basis shall be  
181 recorded each time it is given.
- 182 d. Errors made in signing out medications must be crossed out, initialed, and correctly  
183 entered; and
- 184 e. Correction fluid, erasures, correction tape or similar items are not permitted on the  
185 individual medication record.
- 186 f. The custodian parent/guardian and the principal/designee must be notified, and the  
187 medication/treatment will not be administered, if:
- 188 i. there is no written and/or signed physician order in the individual medication  
189 record; or
- 190 ii. the individual medication record does not contain a signed permission from the  
191 custodial parent/guardian.

192  
193 STATUTORY AUTHORITY: §§ ~~Section 230.22(2); 230.23(22); Section 230.232.46, Fla. Florida~~  
194 Stat. Statutes

195 LAWS IMPLEMENTED: §§ 230.23(6); ~~Section 230.232.46(1); 232.47, Fla. Florida Stat. Statutes~~

196 HISTORY: 12/18/74; Revised: 5/7/97;  / /02

197    Legal signoff

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

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Attorney

\_\_\_\_\_  
Date

Proof of Publication of Development Notice

Proof of Publication of Adoption Notice

Summary of Estimated Cost Form