

**POLICY 5.321**

**5-A** I recommend the Board approve the proposed revisions to Policy 5.321, to be renamed "Administration of Student Medication/Treatment."

[CONTACT RONALD ARMSTRONG or LASHANDRA SPAN, 434-8821.]

◆ Development

CONSENT ITEM



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

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

97 4. Medication Prescribed by a Physician

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

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

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

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

105 i. student's name;

106 ii. physician's name;

107 iii. medication dose and administration information;

108 iv. prescription number (if applicable);

109 v. prescription date; and

110 vi. expiration date.

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

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

115 5. Over-The-Counter Medication

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

117 i. authorized by a physician;

118 ii. in the original container; and

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

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

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

124 6. Students' Rights and Responsibilities

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

130 b. If there is a question of the student's identity during the administration of the  
131 medication/treatment, the student must provide photo identification to the principal's  
132 designee.

133 7. Administration of Medication

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

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

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

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

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

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

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

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

150 vi. the medication has expired.

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

153 i. right student: The student is to be identified before medication is administered.

154 ii. right medication: The orders must match the medication label.

155 iii. right dosage: The orders must match the medication label.

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

158 v. right route: The medication must be properly administered. Examples of  
159 administration are inhalation, oral or injection.

160 e. The school nurse/principal's designee must observe the student while the student is  
161 taking the medication.

162 f. Oral medication should be taken with water, unless otherwise specified by the  
163 ordering physician.

164 g. Any deviation from Section (7) of this policy must be noted in the student's individual  
165 medication record and reported to the custodial parent/guardian and to the  
166 principal/designee.

167 8. Individual Medication Record

168 a. The individual medication record is a legal document.

169 b. The person who administers the medication shall note the following information on  
170 the student's individual medication record each time a medication/treatment is  
171 administered, and all such information shall be **recorded in ink**:

172 i. the initials of the person administering the medication/treatment;

173 ii. the name and dosage of the medication/treatment; and

174 iii. the date and time the medication/treatment was given; or

175 iv. a notation if the medication/treatment should have been administered, but was  
176 not.

177 c. Any medication/treatment that is administered on an "as needed" basis shall be  
178 recorded each time it is given.

179 d. Errors made in signing out medications must be crossed out, initialed, and correctly  
180 entered; and

181 e. Correction fluid, erasures, correction tape or similar items are not permitted on the  
182 individual medication record.

183 f. The custodian parent/guardian and the principal/designee must be notified, and the  
184 medication/treatment will not be administered, if:

185 i. there is no written and/or signed physician order in the individual medication  
186 record; or





196 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

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Date