



MEDICATION POLICY

This medication policy is in full compliance with the state of Florida Nurse Practice Act, Chapter 464; the Department of Education Policy 232.46 Administration of Medication by School Personnel, and Orange County School Board Student Health Policy 514(a).

A student may have an illness that does not prevent school attendance, but may require medication for relief of symptoms, cure of the illness, or prevention of further disease. Whenever possible, this medication shall be taken at home. Recognizing that there are times when medication, both prescribed and over-the-counter, must be administered during school hours, the following guidelines have been developed:

1. The parent or guardian must provide written permission of administration of prescribed and over-the-counter (OTC) medication. Such permission shall include: student's name, strength and dosage of medication; directions for administration; and medical indications for use. The parent is responsible for providing the medication for use. Utilize the Orange County Authorization for Medication Form.
2. All prescribed medication shall be received and stored in the most current labeled container from the pharmacy showing: the student's name, name and strength of drug, directions for administering, and physician's name.
3. The parent or guardian must bring the medication to the child's school. FOR SAFETY AND SECURITY REASONS, MEDICINE IS NOT TO BE SENT TO THE SCHOOL WITH THE CHILD OR SIBLINGS. Notes from home will NOT be accepted as authorization for dispensing medications. In cases where this presents a hardship, the principal or parent may request the bus driver to supervise safe transportation to and from home via a locked box on the bus.
4. All medication shall be administered by a school nurse or person (s) designated by the principal and trained annually by a registered nurse.
5. Non-prescription medications will only be accepted in the factory sealed original container.
6. On-going use of any OTC medication e.g: a Cough syrup if used beyond a reasonable time (5-7 days) must be reported to the parent and medication evaluation suggested.

232.46 Administration of Medication by School District Personnel

1. Notwithstanding the provisions of the Nurse Practice Act, Chapter 464, school district personnel shall be authorized to assist students in the administration of prescription medication when the following conditions have been met:
 - a. Each district school board shall include in its approved school health services plan a procedure to provide training to the school personnel designated by the principal to assist students in the administration of prescribed medication.
 - b. Each district school board shall adopt policies and procedures governing the administration of prescription medication by school district personnel. The policies and procedures shall include, but not be limited to, the following provisions:
 - 1) For each prescribed medication, the student's parent or guardian shall provide the school principal a written statement, which shall grant to the principal or his 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. The school principal or his trained designee shall assist the student in the administration of such medication.
 - 2) Each prescribed medication to be administered by school personnel shall be received and stored in its most current labeled 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.
2. There shall be no liability for civil damages as a result of the administration of such medication when the person administering such medication acts as an ordinary reasonably prudent person would have acted under the same or similar circumstances.



Medication Administration Procedure Policy

Periodically, parents and physicians request that the students take medication during school hours. Parents/guardians should be encouraged to develop a schedule so that the necessity for taking medication at school will be minimized or eliminated. Each principal shall designate a person (s) on staff to administer medications according to guidelines. The first dose of any new medication should NOT be administered during school hours due to the possibility of an allergic reaction. Refer to the OCPS Board Policy on Medication.

1. All prescription and non-prescription medication(s) will be in their most current labeled container. Herbal, Vitamin or Aspirin (Salicylic Acid) products require a healthcare provider's order.
2. Non-prescription medications will only be accepted in the factory sealed original container.
3. Written parental permission must be obtained for all prescription and non-prescription medication(s).
 - These permission forms are to be kept on file in the area where the medication is administered.
 - Documentation of the administered medication(s) **MUST** be entered on the Medication administration log, and include:
 - Documentation is to be done in **BLACK/BLUE** ink.
 - Initials, printed name and signature of all persons administering medicine must be included on the medication log.
 - Documentation is to be done by the end of the school day.
 - When the medication(s) is terminated, the permission form, the medication log and the medication receipt log are to be filed in the student's Health Record in the health room or designated area.
4. The prescription medication pharmacy label **MUST** match the parent permission form. The label cannot be altered in any way.
5. Non-prescription medication in the original container (seal intact) must be labeled with the student's name; dosage to be administered must match the parent permission form and be appropriate for age/weight per pharmaceutical recommendation, e.g. "Tylenol 60mg/tab give 1-2 tabs as needed for ..."
6. Medication **MUST** be brought to school via parent/guardian in the current labeled container, and the pills counted and the number documented on the medication receipt log form.
 - For safety and security reasons, medicine is not to be sent to the school with the child or siblings.
 - Notes from home will not be accepted as authorization for dispensing medications.
 - Loose pills will not be accepted or administered.
 - Pills needing to be cut in half, i.e., precision cut, should be done by the parent or pharmacist.
7. Medication must be stored in a locked cabinet or drawer in the health room. If medication needs to be refrigerated, it must be stored in a locked box or locked refrigerator. The storage area should be cool and dry **AND** neat and clean.

8. All health room assistants, teachers, extended day personnel or any designated school personnel responsible for administering medications must be trained ANNUALLY in the proper handling, storage, administration of medications, and correct documentation including the following:
 - The SIX RIGHTS OF MEDICATION ADMINISTRATION
 - Student identification
 - Medications are not to be pre-poured
 - Proper documentation
 - Disposing of medication (s) at the end of the school year
 - Time and initials need to be on: medication administration log and the weekly medication checklist.
 - Make sure the medication hasn't already been given by someone else.
9. Remember to wash your hands before and after giving any medications; students must also wash their hands prior to receiving medication.
10. To assure accuracy and safety, always check six items: the correct student, the correct medication, the correct time, the correct dosage, the correct route and documentation of procedure.
 - The person preparing the medications MUST administer the medication, remain with the student until the medication is swallowed, and be knowledgeable of the possible side effects of the medication.
11. If a student vomits after the medication is administered, contact the parent/guardian. Document the time interval between medicine administration and emesis. Document this information on the Medication Administration form.
12. Section 1002.20(3) (h), F.S. states that an asthmatic student shall be able to carry a metered dose inhaler on his/her person while in school with written permission from the parent/guardian and their physician. The proper medication authorization form must be signed by the parent/guardian, physician signature and stamp, and student. Student must carry a copy of signed authorization form on his person. The school principal may be provided with a copy of the parent's and physician's approval.
13. Section 1002.20(3) (I), F.S. specifies that students may carry and self-administer an epinephrine auto-injector while in school, during school-sponsored activities, or in transit to school or school-sponsored activities, with written parental and physician authorization. This statute also addresses safety provisions and liability indemnification. Student must carry a copy of the authorization form on his person.
14. Although diabetic supplies for testing blood sugar and administration of insulin/glucagon are not specifically addressed in Florida Statutes, it is recommended that policies be locally developed to allow students to carry needed diabetic supplies on their person and to allow glucagon and insulin to be stored in a secured, locked medication cabinet or refrigerator, as appropriate.
15. At the end of the school year, medications not picked up are destroyed with two witness signatures.

