

## VII. ADMINISTRATION OF MEDICATION AT SCHOOL POLICY

Notwithstanding the provisions of the Nurse Practice Act, part I, FS Chapter 464, School District personnel are authorized by FS 232.46 to administer prescribed medications to students during school hours or while students are in the custody of the District. The District will authorize its employees to administer prescribed medications to students only when the student requires such medication in order to attend school, school-sponsored activities, or when student is susceptible to a predetermined life-endangering situation.

### A. DEFINITIONS:

1. **Prescribed medication:** all prescribed or over-the-counter medication dispensed to a student on a scheduled basis upon written authorization from a parent and accompanied by written instructions from a licensed health care provider.
2. **School Nurse:** a licensed professional nurse, pursuant to FS 464, with special training and education, employed by the District or the Health Department to provide specific services in the schools.
3. **Designated personnel:** those District employees including principal, clinic assistant, clerk and/or secretary or other designee, trained by the school nurse to administer medication to students in the school.
4. **Parent:** parent, legal guardian or person having legal control over a student.
5. **Licensed health care provider:** any person listed in FS 458, 459, 466, with prescriptive authority.

### B. ADMINISTRATIVE REQUIREMENTS

1. Health Care Provider/Parent Consent for Medication Administration must be completed for **over the counter and routine** medication, which is to be given in the school. PRN Emergency rescue medications will have their own individual forms please consult your school nurse. The form must be current, filled out completely, and signed by a parent or legal guardian and the Health Care Provider. A written note may be acceptable for one day only. Health Care Provider/Parent Consent for Medication Administration is required:
  - a. If medication is to be given for more than 48 hours (2 days) the prescribing health care provider **MUST** sign the Health Care Provider/Parent Consent for Medication Administration Form.
  - b. All over the counter medication including but not limited to such preparations as, cough drops, cough syrup, sun screen, vitamins etc. *The Health Care Provider/Parent Consent for Medication Administration form must include a valid health reason, be fully completed and be signed*

by the prescribing health care provider prior to the administration of any medication.

3. **Each prescribed medication to be administered by school district** personnel must be received in its original container with the student's name, the name of the medication, correct dosage and amount to be given clearly visible on the bottle. Each medication to be administered by school district personnel must be counted at the time of receipt and then stored when not in use in its original container in a secure fashion under lock and key in a location designated by the principal.
4. If non-prescription, the label should be marked with student's name, dosage and amount to be given. No over-the-counter (non-prescription) medication shall be given without a written statement from a physician, primary practitioner, or dentist.
5. If there is a need to change the student's dosage and/or time of administration, the health care provider must submit a new Health Care Provider/Parent Consent for Medication Administration. If there is a dosage change, a newly labeled original container from the pharmacy must be provided to the school.
6. All medication must be administered in compliance with the written instructions of the student's health care provider. This shall include but not be limited to, the administration of medication not earlier than one half hour before and not later than one half hour after the time designated by the health care provider.
7. Prescribed medications should be examined before administration to determine if it appears to be in the original container and properly labeled. If not, parent will be notified and medication will not be given.
8. An accurate record should be kept of all prescribed medications using approved district recording forms.
9. The parent/guardian is responsible for delivering and picking up all medication to be given during school hours, including refills. Medication may not be transported by student in backpack, pockets, etc.
10. All medication remaining at the end of the school year must be either picked up by the parent or destroyed. The school nurse shall provide general direction to the designated personnel on the most appropriate way to destroy medications. In every case, oral medication shall be destroyed by one of the individuals authorized to administer medications while being witnessed by another member of the staff. This destruction of meds shall be documented on the

medication log under notes and also on the medication count log and shall be maintained in the school office or school clinic.

11. Medication records should be kept for eight (8) years following the last dose.

#### C. TRAINING AND SUPERVISION

1. The school nurse shall train and supervise designated personnel in the proper administration of prescribed medication. See *Procedures for Assisting with Administration of Medication in School*. The Skills Checklist *Medication Administration* should be used for each designated person. A list of trained personnel shall be kept in the clinic and also in the school office.
2. Only licensed professionals and designated personnel who have been trained by the school nurse shall administer prescribed medication.
3. The school nurse shall also, by request of the School Principal, provide training and supervision to those staff authorized to administer prescribed medication in specific situations, such as field trips.
4. The school nurse shall supervise designated personnel by conducting periodic reviews of medication administration procedures.

#### D. PROTOCOLS FOR ADMINISTRATION OF MEDICATION

1. The **parent/guardian** is responsible for:
  - a. Providing information about all medication(s) prescribed for each child requiring administration during school hours. This information shall include, but is not limited to: name of medication, dosage, time of day to be taken, duration of medication, potential side effects, reactions that may occur that need to be reported.
  - b. Providing all forms required by the school i.e. the *Health Care Provider/Parent Consent for Medication Administration*
  - c. **Delivering to the school clinic, all medications, which are to be administered during school hours, including refills when appropriate, in the original bottles provided by the pharmacy, with correct dosage information written on container.**
2. The **clinic assistant or designated personnel** shall be responsible for:
  - a. Receiving and counting all medications and recording on the Medication Count Record.
  - b. Administering all medications within the required timeframe.
  - c. Observing the "Five Rights" when administering each

medication: right route, right child, right medication, right dose and right time.

- d. Keeping a complete record of all children who require medication during school hours. This information should be recorded on the Medication log .
  - e. Notifying the child's teacher of the name of the student and the time medications are to be administered prior to the first time such child is scheduled.
  - f. Notifying the parent/guardian and school nurse when a medication is not given within the required time frame.
  - g. Notifying the parent/guardian, either by phone or letter, prior to the depletion of medication. The empty medication bottle should be sent home with student if there has been no response to a telephone call or letter.
3. The **teacher** is responsible for:
- a. Allowing each student taking medication at school to go to the school clinic within thirty (30) minutes of the time he/she is scheduled to take his medication. Being aware of the medications that are being administered to students in their class and the possible side effects of these medications.
4. The **student** is responsible for:
- a. Notifying his/her teacher of the need to go the school clinic to receive his/her medication, whenever possible.
  - b. Reporting to the school clinic to have his/her medication administered, whenever possible.

#### E. SELF-ADMINISTRATION OF MEDICATION

1. An *Authorization to Carry and Self-Administer Medication order* must be on file for inhalers, epipens and pancreatic enzymes
2. An asthmatic student in grade 4-12 shall be able to carry a metered dose inhaler on their person in school when they have written permission from their parent/guardian and their health care provider. A younger student **may be** given permission to carry an inhaler when deemed able to do so by the licensed prescriber, parent and school nurse.
3. The staff will not be held responsible to record daily doses if the student carries their inhaler or pancreatic enzymes on their person.
4. The Lee County School District will assume no responsibility or liability for the administration of a medication should the student medicate himself/herself at school or at school sponsored events.

5. Except for inhalers, epi-pens, diabetic supplies and pancreatic enzymes, no medication shall be carried by student during the school day.

#### F. SAFEKEEPING OF MEDICATION

1. All medication should be kept in the original container.
2. All medication shall be stored in an appropriate sized, secured, locked cabinet designated by the school principal.
3. Only designated personnel shall have access to a school's medicine storage cabinets.
4. No medication will be stored after the end of the school year. It must either be picked up by a parent or destroyed.

#### G. DOCUMENTATION

1. All medications administered during school business hours or while on field trips or other school activities occurring off school grounds, must be recorded in the Medication Administration form. This log may be a hard copy and/or kept on computer.