

**ADMINISTRATION OF MEDICATION**

**5.62**

- I. Administration of Prescription Medication
  - A. Each school principal shall designate a staff member(s) to administer prescribed medications. The staff member(s) shall be trained annually by a licensed nurse or licensed physician.
  - B. Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. This rule, the *Standard Operating Procedures Manual (Calhoun County School Health Services Manual)*, and the *Code of Student Conduct* shall set forth provisions for administering prescription medications.
  - C. All prescription medications shall be delivered to the office/clinic with the following information on the label:
    - 1. Student's name
    - 2. Name of medication
    - 3. Date of prescription and pharmacy
    - 4. Specific instructions on the administration of the medication
    - 5. Approximate duration of medication.
  - D. For each prescribed medication, the student's parent shall provide to the school principal a written statement which grants to the school principal or designee permission to assist in the administration of such medication and which explains the necessity for the medication to be provided during the school day, including away from school property on official school business.
  - E. Prescription medication which is kept at school shall be counted and shall be stored in its original container, in a secure location under lock and key as designated by the school principal. Only staff who have been designated

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by the principal and have received training shall have access to the medication.

- F. Prescription controlled medication which is kept at school shall be counted and shall be stored in its original container, in a secure location under lock and key as designated by the school principal. Only staff who have been designated by the principal and have received training shall have access to the medication.
  - G. A record shall be maintained on each student who receives a prescription medication during school hours, including the date and time each dose of prescription medication was administered. These records shall be made available at all times to the principal and authorized staff.
  - H. Parents shall be called to pick up expired medication. Parents shall also be called at the end of each school year to pick up unused medication.
  - I. Expired and unused medication shall be disposed according to the Florida Department of Health and Florida Department of Environmental Protection guidelines. All medication disposed of shall be counted in the presence of witness and documentation of the disposal sent to the School Health Coordinator.
  - J. Field Trips - The requirements for the administration of medication while students are away from school property or on official school business shall be the same as those while on school property. All medications including nonprescription medications that are taken on field trips or other official school business must be in the original container. Only trained personnel will administer medication away from the school site except for students who have permission to self-administer emergency medications.
- II. Administration of Nonprescription Medication
- A. The procedure and training for the administration of non-prescription drugs that are kept in the school clinic shall be the same as that for prescription drugs.
  - B. A student may possess and use a medication regulated by the US Food and Drug Administration of over-the-counter use to treat and/or relieve

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headaches while on school property or at a school sponsored event or activity without a physician's note or prescription.

### III. Administration of Emergency Medication

- A. A student with a special health condition(s) such as asthma, diabetes, pancreatic insufficiency, cystic fibrosis or hypersensitivity may carry prescription medication for emergency situations on self if approved by his/her physician and his/her parent. The approval of the physician and the parent and information regarding the medication required in III. must be on file in the office/clinic. A student who has permission to self-administer emergency medication may carry the medication on the school bus or at any school related activity. The principal shall notify the bus driver and the transportation department regarding such students.

### IV Medication Errors

- A. Medication errors may include giving a student the wrong medication, the wrong dose, or giving medication to the wrong student. Medication errors also include giving medication at the wrong time or missing a dose.
- B. Procedures for medication errors shall follow guidelines in the *Calhoun County School District Health Manual*.
- C. All medication errors are reported using the Medication Error Form.

### IV. Medication Administration Monitoring

- A. The School Health Coordinator RN shall periodically monitor the administration of medication at each school health clinic.
- B. Monitoring shall include medication procedures, medication records, and verification that pill counts correspond to administration record entries.

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**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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1002.20, 1002.22, 1006.062, 1014.06 F.S.

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