

- 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 certified assistant.
 - 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*, 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 by the principal and have received training shall have access to the medication.
 - F. 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 I.C. 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.

- 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.

II. Administration of Nonprescription Medication

All nonprescription medications will be stored in a locked cabinet in the health room. All nonprescription medications to be administered at school shall be received in its original unopened container.

- A. For each nonprescription 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.
- B. If a student is receiving prescription drugs at school, the physician prescribing that medication must give his/her written permission for any nonprescription medication to be given at school.
- C. The procedures and training for the administration of nonprescription drugs shall be the same as that for prescription drugs.
- D. A record shall be maintained on each student who receives a nonprescription 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.

- III. 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.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1002.20,
1002.22, 1006.062, F.S.

STATE DEPARTMENT OF HEALTH RULE(S): 64F-6.004

HISTORY: **ADOPTED: 6/12/2007**
REVISION DATE(S): 3/10/11; 5/12/2011