

## The School Board of Leon County Bylaws & Policies

Unless a specific policy has been amended and the date the policy was revised is noted at the bottom of that policy, the bylaws and policies of The School Board of Leon County were adopted on September 4, 2012, and were in effect beginning September 5, 2012.

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### **5330 - USE OF MEDICATIONS**

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication, nonprescribed drugs (over-the-counter/OTC) for temporary medical conditions, and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed physician, licensed physician assistant (PA), or advanced registered nurse practitioner (ARNP) who has been delegated the authority to prescribe medicines by a supervising physician and any nonprescribed (OTC) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

Parents may administer medication or treatment to their own children at school or during school-sponsored events. Before any prescribed medication, OTC medication, or medical treatment may be administered to any student by School District personnel or before a student is permitted to self-administer a medication or treatment, as approved by statute, during school hours or at school-sponsored events, the Board shall require the written authorization of the parent on the Authorization for Medication or Treatment Form, which shall be valid for the school year in which it is signed by the parent. A separate Authorization for Medication or Treatment Form (Form 5330 F1) shall be signed and placed on file at the school for each prescription or nonprescription medication or medical treatment. School District personnel shall administer only FDA-approved medical treatments and/or medication. Parents may be permitted to administer non-FDA medical treatment and/or medication to their children at school.

A completed Medical Management Plan (Allergy Action Plan: Form 5330.01 F1; Diabetes Medical Management Plan: Form 5335 F1; Diabetes Medical Management Form for Student Wearing Insulin Pump: Form 5335 F2; Asthma Rescue Orders: Form 5330.01 F2; Seizure Action Plan: Form 5330 F5; Medical Management Plan: Form 5330 F1a), signed by a licensed physician, shall be on file for students requiring emergency treatments and/or medication for conditions to include but limited to: diabetes, seizures, asthma, and allergies. Medical management plans shall be renewed annually.

Prescription medication or treatment to be self-administered by the student is limited to medication, supplies, and equipment approved through the student's Medical Management Plan and may only include: a metered dose inhaler, an epinephrine auto-injector, a prescribed pancreatic enzyme supplement, and/or diabetic supplies and equipment. In order to be eligible to carry and self-administer medical treatment or medication, the child's medical provider must authorize in writing, by completing the Authorization for Medication and Treatment Form (Form 5330 F1), any self-medication/treatment to be administered by the student, and the Board shall require the prior written consent of the parent on the Authorization for Medication and Treatment Form (Form 5330 F1), along with a waiver of any liability of the District, before self-administration of the medication or treatment occurs. No other medication shall be carried on a student's person in the school. Furthermore, no student is allowed to provide or sell any type of prescription or OTC medication to another student. Violations of this rule will be considered violations of Policy [5530](#) - Drug Prevention, Policy [5330.01](#) - Self-Administered Medication, Policy [5500](#) - Student Conduct/Discipline, and of the Student/Parent Handbook.

For prescription medication, only medication, in its original container, labeled with the student's name, name of the medication, exact dosage to be given, route of medication (mouth, eyes, ears, injection, etc.), time to be administered, and date prescribed, if a prescription will be administered. Requests for the school to administer prescription medication classified as narcotics will be reviewed by the Principal, in consultation with the parent/guardian, the student's licensed physician, if a parent release is signed, and the local health department, to determine if possible side effects of the prescription narcotic could result in potential safety concerns for the student at school. If potential safety concerns exist, the student may be excluded from school until the student is no longer being administered the medication.

For OTC medication for a temporary medical condition (i.e. cough and cold medicines, pain relievers, allergy medications, skin conditions, etc.), a written health care provider order is not required for the first five (5) days of medication administration. After the initial five days of administration, a written health care provider's order is required, as well as a signed Medical Permission Form from the parent/guardian. Dosage shall not exceed the recommended dosage printed on the container and/or package. Such medication shall be provided in its original container/package labeled with the student's name.

Prescription and OTC medication, unless approved for self-administration by a student, shall be transported to and from school by the parent/guardian. Medications, other than those approved for self-administration, may not be transported by students unless an exception to this rule is approved by the Principal due to special hardships.

The principal will designate person(s) who have been trained in medication administration to be responsible for accepting and counting, the medication. Medication may only be accepted with an Authorization for Medication and Treatment Form (Form 5330 F1). Refills may be accepted if an Authorization for Medication and Treatment Form (Form 5330 F1) is on file or with a new form.

The principal shall designate personnel to assist with any and all administration of medication, including administration required during school, on the bus, and at school-sponsored events, and shall require each designee to complete medication training conducted by a licensed nurse, earn certification in Cardiopulmonary Resuscitation (CPR), Automated External Defibrillators (AED), and First Aid, and for some cases, child specific training, prior to being assigned to assist with such administration (See Policy 5310--Health Services). For all school-sponsored events occurring off campus, to include field trips, for which medication must be administered, the principal shall require that at least one trained and certified medication administration designee is in attendance on each bus (see AP 2340A - Field Trip Procedures).

Designated person(s) that administer medication shall complete a medication administration log for each student when medication is administered. Medication will be counted weekly and stored properly in the original container under lock and key. Parents/Guardians shall pick up unused medication within one (1) week after the course of medication is over. Proper disposal of unused medication left at school after this time shall be the responsibility of the Principal with assistance of the local health department. All medication to be administered to a student on a regular basis (by mouth, inhaler, injection, patch, etc.) either daily or as needed shall be listed on the student's Emergency and Medical Information (EMI) Care (Form 5341 F1).

Nonmedical Board personnel shall be allowed to perform health-related services, included but not limited to: intermittent clean catheterization, gastrostomy, monitoring blood glucose, and /or administering emergency injectable medication, upon successful completion of child-specific training by a registered nurse or advanced nurse practitioner licensed under Chapter 464, a physician licensed pursuant to Chapter 458 or 459, or a physician assistant licensed pursuant to Chapter 458 or 459. All such procedures shall be monitored periodically by a registered nurse, advanced registered nurse practitioner, physician assistant, or physician.

Nonmedical Board personnel shall not be allowed to perform invasive medical services that require special medical knowledge, nursing judgment, and nursing assessment, including, but not limited to: sterile catheterization, nasogastric tube feeding, and/or cleaning and maintaining and/or deep suctioning of a tracheostomy. For all other invasive medical services not listed in this policy, a registered nurse or advanced nurse practitioner licensed under F.S. Chapter 464, a physician licensed pursuant to F.S. Chapter 458 or 459, or a physician assistant licensed pursuant to F.S. Chapter 458 or 459, shall determine if nonmedical Board personnel shall be allowed to perform such service.

There shall be no liability for civil damages as the result of administration of such medication or medical treatment where the person administering the medication acts as a reasonably prudent person would have acted under the same or similar circumstances.

F.S. 1006.062

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## The School Board of Leon County Administrative Procedures

Procedures posted on this site reflect current administrative practice in Leon County Schools. Other administrative procedures may be found at <http://www.planning.leon.k12.fl.us/Procedures/Index.html>.

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### **5330 - USE OF MEDICATIONS**

The medications and/or treatments which may be administered are defined in Policy [5330](#). In those circumstances where a student must take prescribed medication during the school day, the following procedures are to be observed:

- A. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. Before the student will be permitted to take medication during school hours or during school-sponsored activities, Form 5330 F1, Authorization for Medication or Treatment must be filed annually and as necessary for any change in a medication order with the school principal and, to the school nurse and school health room staff member if such staff are assigned to the student's building.
  1. Form 5330 F1, Authorization for Medication or Treatment, shall include the following:
    - a. student's name
    - b. student's date of birth
    - c. medication and dosage or procedure required
    - d. times of administration required
    - e. possible reactions to be reported to the prescriber; a signed parental release which allows direct contact with the prescriber in such emergency reaction situations will not supersede nor abrogate the "Emergency and Medical Information Form (EMI)"
    - f. special instructions including storage and sterility requirements
    - g. date prescribed medication will be started
    - h. date prescribed medication will no longer be needed

- i. prescriber's name, address, and telephone number
- j. emergency telephone number for at least one (1) parent
- k. probable side effects
- l. any severe adverse reactions that may occur to another child for whom the treatment or medication is not prescribed, should such a child receive a dose of the medication
- m. any other special instructions from the prescriber
- n. authorization by both the prescriber and the parent for a student to self-administer and/or possess the medication only in the presence of an authorized staff member or parent or independently when permission to possess is authorized
- o. authorization for school personnel to administer the prescribed medication, if necessary
- p. agreement/satisfactory arrangement to deliver medication to/from school
- q. agreement to re-submit Form 5330 F1, Authorization for Prescribed Medication or Treatment, if the medication, dosage, schedule, or procedure is changed or eliminated

Changes in the medication times or dosage can only be made by written permission from the medical provider, and may be faxed to the school. Parent phone calls are insufficient to change the dosage or times.

- r. agreement to submit a new Form 5330 F1, Authorization for Prescribed Medication or Treatment, each school year or for each new medication
2. Before emergency medication can be administered to a student during school hours or during school-sponsored activities, a completed medical management plan (Form 5330.01 F1, Form 5330.01 F2, Form 5330 F1a, Form 5330 F5, Form 5335 F1, or Form 5335 F2), signed by a medical provider, shall be on file in the school health room. Additionally, school or local health department personnel assigned to school health rooms designated to administer emergency medication shall receive child-specific training from and be certified by a registered nurse, advanced registered nurse practitioner, physician's assistant, or

physician to perform child-specific procedures. Medical conditions requiring emergency medication include but are not limited to diabetes, seizures, allergies, and asthma.

3. A student may be authorized to possess and use an inhaler, epinephrine auto-injectors, diabetic supplies and equipment, and pancreatic enzyme supplements, as prescribed, to treat symptoms and conditions at school, or at any activity, event, or program sponsored by the student's school or in which the school participates.
  4. Students authorized to possess and use a metered dose or dry powder inhaler, epinephrine auto-injectors, diabetic supplies and equipment, and prescribed pancreatic enzyme supplements under School Board policy may not transfer possession of any inhaler, epinephrine auto-injectors, diabetic supplies and equipment, and prescribed pancreatic enzyme supplements, or other medication to any student or permit any other student to use the medication or treatment.
  5. School personnel are not authorized to assist a student in self-administering asthma medication, epinephrine auto-injectors, diabetic supplies and equipment, and prescribed pancreatic enzyme supplements, unless the policy and procedures regulating administration of medication by school personnel have been met.
  6. Annually, the Superintendent shall contact the parent(s) of any student whose school records indicate that s/he has asthma, allergies, diabetes, and pancreatic insufficiency/cystic fibrosis and advise them of the option to have said student carry and self-administer approved inhaler medication or treatment in school. A copy of Form 5330 F1, Authorization for Medication or Treatment, is to be enclosed with this communication.
- C. Upon receipt, a copy of Form 5330 F1, Authorization for Medication or Treatment, shall be filed with health room records as well as in the binder with the student medication log sheet.
- D. All medications to be administered during school hours must be registered with the principal's office. Upon receipt of the medication, the authorized school staff and the parent shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet.
- E. Medication that is brought to the office will be properly secured under lock and key. Medication may be conveyed to school directly by the parent/guardian or other responsible adult at parental request. This should be arranged in advance. Two to four (2-4) weeks supply of medication is recommended. Medication **MAY NOT** be sent to school in the student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications for allergies and/or reactions, or asthma inhalers, diabetes supplies and equipment, and prescribed pancreatic enzyme supplements, if authorized. If a student brings medication to school with

written permission from the parent, the parent should be contacted to verify the request for medication. The phone contact must be documented on the permission form and every attempt should be made to obtain a completed Form 5330 F1. If verbal verification has been obtained, then the medication can be given.

- F. The District will not accept any medication containing aspirin, such as children's aspirin, Pepto-Bismol, or headache medications such as Excedrin and its generic, unless there is written authorization from a licensed medical provider.
- G. For each prescribed medication, the container shall have a pharmacist's label with the following information:
  - 1. student's name;
  - 2. prescriber's name;
  - 3. date;
  - 4. pharmacy name and telephone number;
  - 5. name of medication;
  - 6. prescribed dosage and frequency;
  - 7. route of medication; and
  - 8. special handling and storage directions.
- H. Any unused medication unclaimed by the parent will be destroyed by the administrative personnel or the local health department when a prescription is no longer to be administered or at the end of a school year.
- I. The staff member administering the medication shall make reasonable efforts to assist the student in taking the medication properly.
- J. If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall attempt to locate the student and administer the medication. Parents shall be notified if medication is not administered or if variances in administration time occur. If a student refuses to take medication, the parent shall be notified and the notification documented.
- K. If medication is administered in error, a medication variance form (Medication Variance Form) shall be completed immediately following corrective actions, and shall be signed by and submitted to the Principal.

The staff member responsible for administering the medication incorrectly shall contact the supervising school nurse and the parent immediately when such an error occurs.

- L. All medications are to be administered in such a way as to not unduly embarrass the student. Every effort must be made to protect the privacy of each student.
- M. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with Form 5330 F1.
- N. Form 5330 F1 shall be completed and signed by the principal or school nurse authorizing the person(s) who may administer the medication or procedure.
- O. A count of each student's medication is to be made every week and the amount reconciled with the original amount indicated on the medication log form (Form 5330 F2) and the number administered since the last count.
- P. If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering and/or possessing a medication, except for the possession and use of asthma inhalers, s/he shall notify the parent of this decision in sufficient time for an alternative administration to be established.
- Q. In order to be prepared to administer medication to students while on all field trips or other school-sponsored event including day trips and extended day trips:
  - 1. The principal shall schedule a general field trip health-related training session, which shall be up to thirty (30) minutes in length, for the faculty prior to the first field trip being offered during each school year and at least prior to the end of first semester.
  - 2. The Principal shall require a staff member trained in CPR and first aid is assigned to each bus and that at least one staff member trained in medication administration is in attendance on the field trip.
  - 3. The Principal shall schedule child specific training with the local health department registered nurse assigned to the school at least ten (10) days prior to the event when students with major illnesses to include but not limited to: diabetes, asthma, allergies, and seizures, attend field trips or other school-sponsored events.
  - 4. The Principal shall require that school staff assigned to the school health room collaborate with the local health department registered nurse assigned to the school to prepare medication for

the field trip. The local health department registered nurse and the staff assigned to the school health room shall require that the person placed in charge of field trip medication has participated in field trip medication training and any required child specific training. On the morning of the field trip, the person in charge of field trip medication shall check medication out of the school health room. Each medication shall be placed in a separate plastic bag with a copy of the EMI (Emergency and Medical Information Form 5341 F1), a copy of the medication log (Medication Log Form 5330 F2), and a copy of any medical management plan(s) (Allergy Action Plan Form 5330.01 F1, Asthma Rescue Medication Orders Form 5330.01 F2, Diabetes Medical Management Plan Form 5335 F1, Diabetes Medical Management Plan Supplement for Student Wearing Insulin Pump Form 5335 F2, Medical Management Plan Form 5330 F1, and/or Seizure Action Plan Form 5330 F5). During the event, medication that is administered shall be documented on the copy of the medication log (Medication Log Form 5330 F2), and shall be transferred to the original medication log form (Medication Log Form 5330 F2), when medication is checked into the school health room at the end of the event.

- R. In order to be prepared to administer medication to students while on field trips or other school-sponsored events that are not extended day trips (overnight trips or when office is not scheduled to be open upon return to school):
1. Form 2340 F5 The Medication Permission Form for Extended Day/Overnight Field trips shall be included in the school's initial notification to parents regarding the planned field trip.
  2. At least two (2) weeks prior to the trip, the Principal shall submit a Field Trip Authorization Request (Form 2340 F1) to the appropriate District divisional director. A copy of this form shall also be provided by the Principal to the local health department school nurse assigned to the school. The school divisional director will provide a copy of the form to the local health department supervisor of school health.
  3. Parents shall be responsible for delivering medication for extended day /overnight trips directly to the trip designee. Parents can check out medication from the school health room but shall take responsibility for ensuring that the medication is provided for the trip and is returned to the clinic, or medication can be brought from home in the original container.
  4. Parents are strongly encouraged to only deliver medication that is medically necessary to provide for safe participation on the trip.
  5. The medication designee shall complete the documentation of medication administration on the Medication Administration Log for Extended Day/Overnight Field Trips (Form 5330 F2a). The log shall be filed in the school health room upon return.

- S. The Principal shall designate a school health room in compliance with the State Requirements for Education Facilities (Chapter 5g) and other appropriate places at the school for medication administration and shall designate staff that meet the medication administration training requirements to administer and supervise the administration of medication to students. All such designees, except licensed personnel (registered nurse, licensed practical nurse, advanced nurse practitioner, or other authorized licensed personnel) must:

1. attend medication administration training under the direction of licensed personnel and be certified to administer medication every two (2) years;
2. attend child specific training for administration of specific medication, to include but not limited to: injections, nebulizers, gastric tubes, emergency seizure medication, and medical testing and monitoring of students with diabetes;

Child specific training must be done every time a new medical management plan is submitted to the school, including every new school year.

3. be certified in CPR and First Aid.

- T. Written documentation of any training provided for each person authorized to administer a prescribed medication or treatment will show:

1. what training was given;
2. the trainer's name and professional status;
3. when the training was given; and
4. the duration of the training.

- U. When administering medications, follow the directions on Form 5330 F1 and/or medication label, follow the 5 "R's" of medication administration:

1. right student;
2. right medication;
3. right amount;

4. right route;
5. right time.

Documentation should be done immediately after the medication is given.

- V. If a student is exhibiting behavior which causes the teacher to be concerned about his/her medical status, this behavior must be reported to the Principal and/or school nurse and expressed in writing in behavioral terms. A designated person may then contact the parent and advise that they seek medical attention for the child, at which time the written observations may be given to the parent to take to the doctor.

W. **Nonprescribed (Over-the-Counter) Medications**

A student may not be allowed to possess and self-administer an over-the-counter medication at school.

Students requiring over-the counter medications for temporary medical conditions (i.e., cough/cold medicines, pain relievers, allergy relief, skin conditions, etc.) do not require a written health care order for the first five (5) days of medication administration but do require the parent to complete Form 5330 F1, Authorization for Medication and Treatments. Dosage shall not exceed recommended amount printed on the container and/or package without a health care provider's written order. If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the Principal for disciplinary action. The Principal may use one or more of the following procedures, depending on the particular situation:

1. Contact the parent and arrange for the parent to submit Form 5330 F1 as soon as possible.
2. Take the medication from the student and keep it in the school office until the completed form has been submitted.
3. Place the student in in-school restriction for no more than ten (10) days for failure to abide by school rules.
4. Suspend the student from school for no more than ten (10) days.

The purpose of any disciplinary action on this matter should be to make it clear to all students and parents that, because of its policy on drug use, the school cannot allow possession or use of any form of unauthorized drug or medication at any time.

X.

Dispensing of nonauthorized, over-the-counter (OTC) medication by District employees to students served by the District is prohibited. Where investigation confirms such allegations, prompt corrective action shall be taken up to and including dismissal.

- Y. In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply or recommend, the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

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