





## **GUIDELINES FOR ADMINISTRATION OF MEDICATION**

It is recognized that medications may be essential for some students. When possible, all medications should be administered at home. If medication must be given at school, the following procedures must be followed:

1. A signed statement by the parent/guardian requesting the administration of medication must accompany all medication. The official authorization form (SB 87034) must be returned to school within two (2) days following the initial receipt of the medication. New authorization forms will be required when any changes with the orders occur.
2. Medication must be sent to school via a parent or guardian. It is not safe for children to delivery medicine to the school. This policy prevents safety concerns of lost or stolen medicines, students sharing medicines with friends, students taking medicine unsupervised.
3. Medication must be in the prescription container with the date, dosage, name of drug, and students' and physician's names clearly marked. Medication must remain in the container in which it was originally dispensed. Most pharmacies will provide an extra empty labeled bottle for parents if requested when the prescription is filled.
4. Parents should arrange for a separate supply of medication for school. Medication will not be transported between home and school on a daily or weekly basis. Exceptions by Florida statutes 1002.20(h)(i) are Asthma Inhalers and EpiPens which require special parent forms and physician forms/doctor's orders.
5. When any medications are added or discontinued, a new authorization form will be required.
6. When medication dosages or times are changed, both steps must be followed:
  - a) A written note from the parent requesting the changes must be sent to the school and then a new signed authorization form with the correct information must be completed.
  - b) A new label from the pharmacist or physician's order/prescription indicating the change must be sent to the school. A fax is acceptable.
7. Medication will be stored in a locked cabinet at the school at all times. Exceptions by statutes are Asthma Inhalers and EpiPens which students carry and require special parent and physician forms/doctor's orders.
8. Since there are a number of students who receive medication during school hours, a school district employee designated by the principal will administer medication.
9. Oral nonprescription (over-the-counter) or sample drugs will be dispensed only when accompanied by written orders from a physician. Medication is always to remain in the container in which it was purchased. Written parental authorization is needed for all nonprescription drugs. Cough drops will be treated as an over-the-counter medication. Students may not carry over the counter medicines at school. Possession of drugs of any kind can lead to serious disciplinary action.

## **GUIDELINES FOR ADMINISTRATION OF MEDICATION (cont.)**

10. Substances not to be given at school are all unregulated products, such as herbs and food supplements, which are being used as treatments, dietary supplements, or folk remedies.
11. *No Prescription Narcotic analgesics* are to be dispensed at school. The side effects make it unsafe for students to attend school while medicated with narcotics.
12. Liquid medication will be given in a calibrated measuring device. The parent should supply a calibrated measuring device.
13. When medication is discontinued or, at the end of the school year, medication not taken home by the parent will be destroyed.
14. Planning and protocols for any medication or treatment which requires one time dosage for a specific intent are the responsibility of the Registered Nurse ONLY>
15. Parents of students attending after school programs, will need to make arrangements with the after-school programs when medicines or treatments are needed.

**Florida Statue 1006.062 is the reference for the above guidelines.**

**Questions regarding these procedures should be directed to the Health Services Nurse assigned to the school your child attends or to the office of School Health Services, Department of Student Support, 273-7020.**