

**MEDICINES/ADMINISTERING MEDICINES
TO STUDENTS**

FILE: JLCD

TITLE: Administration of Medication During School Hours

POLICY:

- (1) Each principal shall designate a person(s) on the staff to administer medications according to guidelines.
- (2) When possible all medication shall be administered outside school hours.
- (3) Instructions on the use of a prescription shall be provided by a physician or pharmacist.
- (4) All medications shall be delivered to the office/clinic with the following information provided in writing by the student's physician:
 - (a) name and purpose of medication
 - (b) time the medication is to be given
 - (c) specific instructions on the administration of the medication
 - (d) approximate duration of medication
 - (e) a list of any possible side effects
 - (f) permission for school officials to administer medication
- (5) The first dosage of any new medication shall not be administered during school hours due to the possibility of an allergic reaction.
- (6) Medication kept at school shall be stored in a locked place with the student's name attached and shall be accessible only to staff members who are authorized to administer said medication
- (7) A record shall be kept on each student who received medication during school hours including the time each dose of medication was administered. These records shall be made available daily to the principal and the county health nurse.
- (8) School personnel shall administer over-the-counter medication only if the age, grade level, physical or other handicapping conditions or other

circumstances prevent students from taking it themselves. Under such conditions, nurses, clinical aides or other employees designated by the principal may administer over-the-counter medication with prior written parental authorization.

- (9) Each elementary, middle and high (secondary) school having an insulin dependent diabetic student enrolled shall have two staff members trained to assist diabetic students in the management of their diabetes. Training shall include a general overview of the disease, the monitoring of blood sugars, the administration of insulin via an insulin pen, the monitoring of insulin pumps and the administration of glucagons for low blood sugar. Parents of students who do not use an insulin pump to deliver insulin must provide an insulin pen as the alternative delivery system. Non-medical school staff shall not draw-insulin into a syringe and/then inject the student with that syringe to deliver an insulin dose.
- (10) There shall be no liability for civil damages as a result of the administration of the medication when the person administering the medication acts as an ordinarily reasonably prudent person would have acted under the same or similar circumstances.

LAWS IMPLEMENTED:

Section 1006.062, Florida Statutes

ADOPTED: 11/17/08