

ADMINISTRATION OF MEDICATION BY AUTHORIZED POLK COUNTY SCHOOL PERSONNEL

Administration of medication is sometimes necessary during the school day. Authorization is granted for school district personnel to administer medication under Florida Statute 1006.062 F.S. if the following provisions and responsibilities are met:

1. Principals/Directors of each school are required to designate a minimum of three staff members as Certified Health Contacts who will be responsible for the administration of medication to students.
2. These Certified Health Contacts, also known as Health Contacts, are authorized under Florida Statute 1006.062, to assist students in the administration of prescription and non-prescription medication provided that:
 - a. The Health Contacts have completed a formal instructional class, offered by Polk County School Board Health Services Registered Nurses (PCSB Health Services RNs), on medication administration, including practical training in the recommended procedures for administration of medication as outlined in “Medication Administration at School: A Handbook for Polk County School Personnel” (Appendix). This handbook will be provided to each individual who receives this training. Upon completion of the training, the Health Contacts will receive Acknowledgement of Training in Medication Administration at School.

PCSB Health Services RNs or the Florida Department of Health (FDOH) in Polk County RNs will provide additional instruction and guidance as needed, including:

- information in the purpose, effect, expected results and possible side effects of specific drugs
- an observation/clinic audit, at least annually, using a checklist/clinic audit tool to insure that safe practice guidelines for medication administration are being followed. Copies of the completed audit will be provided to:
 1. the individual(s) being observed
 2. the school principal/director
 3. PCSB Health Services
- any other assistance regarding medication administration that is

requested by the school.

- b. An appropriately completed Authorization of Medication/Treatment is submitted by the parent/guardian. No medication will be administered without parental authorization and without a physician's/mid-level practitioner's instructions.
 - c. The possible side effects and any special instructions are listed on the Authorization for Medication/Treatment.
 - d. Prescription medication is received in a **pharmacy-labeled** container with the following information:
 - 1. student's name
 - 2. physician's/mid-level practitioner's name
 - 3. pharmacy's name and phone number
 - 4. name of medication
 - 5. directions concerning dosage and administration
 - 6. time of day to be taken
 - 7. date of prescription
 - e. Sample prescription medications may be accepted provided that all of the above information is written on the medication sample; with the exception of the pharmacy's name and phone number.
 - f. Non-prescription (over-the-counter) medication must be received in its **original container** and labeled with the student's name. A completed and signed Authorization for Medication/Treatment **must** accompany each over-the-counter medication.
 - g. The initial dose of any new medication **shall not** be administered during school hours by Health Contacts because of the possibility of an allergic reaction.
3. It is the responsibility of the Health Contacts to see that:
- a. Students receive their medication on time, as ordered by the student's physician. **Medication is considered on time if given 30 minutes before or 30 minutes after the prescribed time.**
 - b. If a student fails to appear to take the medication or treatment at the appropriate time, the student must be located and called to receive his/her medication.

Polk County School Board Policy and Procedure for Administration of Medication

1. The following policy and procedure is being implemented to comply with Florida Statute 1006.062, Administration of Medication.

All medications, treatments and life-saving procedures must be delivered at school-sponsored events/activities by authorized personnel who have been trained by the PCSB Health Services RN or the FDOH in Polk County RN. Schools requiring assistance in meeting this requirement should contact the FDOH in Polk County RN or PCSB Health Services RN.

A separate **Field Trip Medication In-Service** is required for those employees who are not PCSB Certified Health Contacts and who will be responsible for giving medications to students on field trips. This is a one-time in-service that may be scheduled during staff meetings. The FDOH in Polk County RN or PCSB Health Services RNs are available to provide this service.

Vocational trainers, trained PCSB personnel who administer medications to students at their job site, must follow the Vocational Trainers Procedure.

2. Definitions:
 - a. Prescription medications: medications that are required to be authorized in writing by a licensed physician/mid-level practitioner for the treatment of a condition and/or illness.
 - b. Non-prescription/over-the-counter medications: those medications which may be purchased by the general public for treatment of physical conditions and/or illnesses without the authorization of a licensed physician/mid-level practitioner. Over-the-counter medications shall include, but are not limited to all forms of pills, tablets, capsules, lozenges, liquids, creams, etc., that may be taken internally or applied to the body.
3. NO medication, either prescription or over-the-counter, should be administered to a student by PCSB or FDOH personnel unless the following criteria are met:
 - a. The medication is used to control chronic conditions or acute illness; and failure to administer it would jeopardize the student's

health.

- b. An Authorization for Medication/Treatment has been completed and signed by the student's parent/guardian **and** physician/mid-level practitioner. The Authorization for Medication/Treatment should be filed in a notebook and kept in a locked area.
 - c. In the event there has been no opportunity for an Authorization for Medication/Treatment to be completed by the physician, medication in the original, pharmacy-labeled container and labeled with the student's name may be administered for one day only with a written note from the parent/guardian. The parent/guardian must also sign the Authorization for Medication/Treatment so that the Authorization for Medication/Treatment may either be faxed to the medical provider for completion or given to the parent to take to the medical provider for completion. The Authorization for Medication/Treatment must be completed appropriately and returned to school the following day to continue administration of the medication at school by authorized school personnel.
4. Medications meeting the above criteria must be supplied to the student by the parent/guardian. **ONLY an adult may transport medication to and from the school clinic.**
 5. Medications must be counted, documented and initialed on the Student Medication Log when received by the clinic nurse/health contact and also entered into the electronic documentation system (Genesis Med Log).
 6. No more than one month's supply of prescription medications may be brought to school. Exceptions may be made to this policy on a case by case basis, with the approval of the principal.
 7. Medications **must not** be given past the recommended length of time indicated on the Authorization for Medication/Treatment.
 8. The Authorization for Medication/Treatment must be renewed as follows:
 - a. **Prescription medications for chronic/long-term conditions** must be renewed at the beginning of each school year or anytime a medication and/or dosage change is required.
 - b. **Prescription medications for short-term conditions** must be renewed with each illness.

- c. **Over-the-counter medications** must be renewed as recommended by the physician/mid-level practitioner on the Authorization for Medication/Treatment.
9. A copy of “Medication Administration at School: A Handbook for School Personnel” (*Appendix*) should be kept in the notebook where medications are logged. This notebook and the medications should be stored together in a locked cabinet.
 10. A Student Medication Log must be kept for each student receiving medications at school. The Student Medication Log should be attached to the Authorization for Medication/Treatment for easy reference.
 11. Procedures for administering medications to students are provided in detail in “Medication Administration at School: A Handbook for School Personnel” (*Appendix*). This handbook is designed to be a supplement to, not a substitute for, formal instruction in medication administration provided by PCSB Health Services RNs and the FDOH in Polk County RNs.
 12. Students are not permitted to carry medications.
 - a. Exceptions (not considered medications): saline solution for contact lenses, non-medicated lip balm, hand sanitizer gel, non-medicated cough drops (at principal’s discretion) and sunscreen.
 - b. **Exception: Asthma inhalers**
 1. In accordance with Florida Statute 1002.20 (3)(h), a student must have a written notation to carry an inhaler on the Authorization for Medication/Treatment, signed by the student’s parent/guardian **and** physician/mid-level practitioner.
 2. A “Medication Contract” must be completed by the FDOH in Polk County RN or PCSB Health Services RN.
 3. All school staff, including substitute teachers involved with this child should be made aware of the fact that he/she is allowed to carry this medication.
 4. Parents of students who participate in after-school activities, who may require the use of an inhaler, should talk to their physician about obtaining an Authorization for Medication/Treatment with a notation to carry their inhaler.
 - c. **Exception: EpiPen/epinephrine auto-injector** and/or Benadryl/antihistamine when prescribed for life-threatening allergies.
 1. In accordance with Florida Statute 1002.20(3)(i) a student must have a written notation on the Authorization for Medication/Treatment signed by the student’s

parent/guardian **and** physician/mid-level practitioner in order to carry an epinephrine auto-injector.

2. With a written notation on the appropriately completed and signed Authorization for Medication/Treatment, the student may also carry Benadryl/antihistamine when ordered in addition to or in the place of epinephrine for students who are at risk for life-threatening allergies.
3. A "Medication Contract" must be completed by the FDOH in Polk County RN or PCSB Health Services RN.
4. An initial case conference with student, parent/guardian, school administrator, designated school staff who will be involved with the student and the FDOH in Polk County RN or PCSB Health Services RN. Subsequent case conferences must be updated annually by the FDOH in Polk County RN. This conference may be conducted by the FDOH RN via telephone or a student-specific case conference as necessary.
5. Written procedure as outlined in protocol.
6. List of what the parent/guardian must provide in terms of supplies and medication.
7. Documented medical procedure training of staff who will be involved in the treatments.
8. Documentation of emergency telephone procedure.
9. Documentation of emergency plan.
10. Designated school staff members should be trained in the location and use of the EpiPen/epinephrine auto-injector.
11. All school staff, including substitute teachers involved with this child should be made aware of the fact that he/she is allowed to carry medication.
12. This should be documented on the school's high risk list and in the teacher's plan book.
13. Parents of students who participate in after-school activities, who may require the use of an Epi-Pen/epinephrine auto-injector, should talk to their physician about obtaining an Authorization for Medication/Treatment with a notation to carry an EpiPen/epinephrine auto-injector.

d. **Exception: Diabetes testing supplies and insulin**

1. In accordance with Florida Statute 1002.20 (3)(j), students must have a written notation on their Authorization for Medication/Treatment and/or Diabetes Medical Management Plan (DMMP) to carry their own supplies, test blood glucose levels and or self-administer insulin, signed by the student's parent/guardian and the physician/mid-level practitioner.
2. A Medication Contract must be completed by the FDOH or PCSB Health Services RN.
3. An initial case conference with student, parent/guardian,

school administrator, designated school staff who will be involved with the student and the FDOH or PCSB Health Services RN. Subsequent case conferences must be annually updated by the FDOH or PCSB Health Services RN. This conference may be conducted by the FDOH or PCSB Health Services RN via telephone or a student specific case conference as necessary.

4. Written procedure as outlined in protocol.
5. List of what the parent/guardian must provide in terms of supplies and medication.
6. Documented medical procedure training of staff who will be involved in the treatments.
7. Documentation of emergency telephone procedure.
8. Documentation of emergency plan.
9. Designated school staff members should be trained in the location and use of emergency medications such as Glucagon and/or glucose gel if ordered.
10. All school staff, including substitute teachers involved with this child should be made aware of the fact that he/she is allowed to carry medication.
11. This should be documented on the school's high risk list and in the teacher's plan book.

e. **Exception: Prescribed pancreatic enzymes supplements**

1. In accordance with Florida Statute 1002.062(3)(k) students must have a written notation on their Authorization for Medication/Treatment signed by the student's parent/guardian and the physician/mid-level practitioner to carry their pancreatic enzyme supplements.
2. A Medication Contract must be completed by the FDOH or PCSB Health Services RN.
3. An initial case conference with student, parent/guardian, school administrator, designated school staff who will be involved with the student and the FDOH or PCSB Health Services RN. Subsequent case conferences must be updated annually by the FDOH RN. This conference may be conducted by the FDOH RN via telephone or a student-specific case conference as necessary.
4. Written procedure as outlined in protocol.
5. List of what the parent/guardian must provide in terms of supplies and medication.
6. Documented medical procedure training of staff who will be involved in the treatments.
7. Documentation of emergency telephone procedure.
8. Documentation of emergency plan.
9. All school staff, including substitute teachers involved with

this child should be made aware of the fact that he/she is allowed to carry medication.

10. This should be documented on the school's high risk list and in the teacher's plan book.

Special teachers (i.e.—P.E., Art, Music, Computers, etc.) should be made aware of a student's potentially life threatening condition, but do not need to attend the in-service unless they will be one of the responsible persons providing treatment.

13. Improper handling of the asthma inhaler, EpiPen/epinephrine auto-injector, Benadryl, diabetes medications/supplies, or pancreatic enzymes by the student could result in the privilege to carry these medications/supplies being suspended. Parent/guardians will be notified if a problem arises due to the student's misuse/mishandling of an asthma inhaler, Epi Pen/epinephrine auto-injector, pancreatic enzymes, or medications or supplies for diabetes. Further disciplinary action may be taken by the school administrator.

14. Storage of Medication

- a. All medications must be stored **in the school clinic** in their original containers and under lock and key at all times. There should be 2 keys for this cabinet in case of loss. These keys should be returned to the principal or designee at the end of each day. **KEYS MAY NOT BE REMOVED FROM SCHOOL PROPERTY.** Exceptions are those medications that students carry and have a "Medication Contract" on file. All other exceptions must have approval by Polk County School Board Health Services.
- b. Medications which require refrigeration should be stored in the refrigerator, separated from food by placement in a sealed container (an airtight plastic container). Medication **must** be in a locked box in the refrigerator or in a locked refrigerator. Food and beverage **should not** be stored in the clinic refrigerator unless the food items are labeled for a specific student's medical condition. A temperature of 36-40 degrees F should be maintained and regularly checked with a thermometer.

15. Disposition of Medications

- a. When medications have been discontinued, expired, or there are leftover medications at the end of the school year, notify the parent/guardian and document it. Medications must be claimed by the parent/guardian and may not be given to the student to take home. Document the date and number of pills given to

parent/guardian on the medication log notes and in the electronic documentation system (Genesis Med Log).

- b. Medications no longer being administered and not claimed by the parent/guardian after **35 school days (see *Exception below)**, will be disposed as follows:
- Do not flush/dispose of medications via the sanitary sewer system.
 - Medication disposal must be witnessed by a second PCSB employee and documented by both people involved. Disposed medication is considered “destroyed” and entered into the electronic documentation system through the Medication Disposal system. In addition, both PCSB employees need to sign and date the disposal on the back of the Student’s Medication Log in the Medication Notes section.
 - Keep the medicines in the original container. This will help identify the contents if they are accidentally ingested.
 - Mark out the name and prescription number for privacy protection.
 - For pills: add some water or soda to dissolve them.
 - For liquids: add something inedible like dirt, cat litter, or cayenne pepper.
 - Close the lid and secure with duct or packing tape.
 - Place the bottle(s) inside an opaque (non see-through) container like a coffee can or plastic laundry bottle and tape the container closed.
 - Place container inconspicuously in the trash. Do not dispose of any containers with medications in the recycle bin.
 - Metered dose inhalers should be emptied outdoors by pumping the container into the air, as if being administered.
 - Injectable medications such as epinephrine auto-injectors can be emptied onto absorbent material and the absorbent material disposed in the trash according to the procedure described above; place the empty containers and needles in the sharps disposal container.
 - Creams/ointments and gels can be emptied onto absorbent material and disposed in the trash according to the procedure described above.

***Exception re: disposal after 35 school days: Every attempt should be made to return potentially life-saving medications to the parent/guardians, such as EpiPen/epinephrine auto-injectors,**

medications/supplies for diabetes and asthma inhalers even if they have not been claimed by the parent/guardian after 35 school days. To assure that every attempt is made, also notify a PCSB Health Services RN before destroying potentially life-saving medications.

16. Medication Errors

- a. Violation of any one of the “six rights” of medication administration constitutes a medication error. Those six rights are: **right student, right medication, right dosage, right time, right route, and right documentation.**
- b. Medication errors include but are not limited to: wrong medication, incorrect dosage, missed dosage, late dosage, and other violations of the “six rights” as noted above.
- c. Report medication errors immediately to:
 1. the school principal
 2. the parent/guardian
 3. **If the error involves giving the wrong medication or dose:**
 - i. Notify your FDOH RN or PCSB Health Services RN.
 - ii. If advised to do so by your FDOH RN or PCSB Health Services RN, call Poison Control for possible adverse side effects and recommendations for further actions.
 - iii. It may be necessary to contact the student’s physician.
 - iv. The student should be kept under observation for possible adverse reactions until the situation has been resolved.
 4. If the error involves a late or missed dose:
 - v. Call the parent/guardian for recommendation on how to proceed. **Do not give a late or missed dose without contacting the parent and obtaining permission to give the late or missed dose.**
 5. School Health Services RNs: 863-291-5355
- d. A Report of Medication Error must be completed. A copy of this report should be filed in the student’s cumulative folder. Send a second copy to PCSB Health Services and place a third copy in your FDOH RN’s box.

17. At the beginning of each school year, schools must send parents a letter explaining the Polk County School Board’s policy regarding administration of medication in school. This letter is reviewed and updated as needed each year.