

**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
STUDENTS
CHAPTER 5.0**

5.62²⁺

MEDICATION ADMINISTRATION

I. In order to maintain compliance with State law and uphold a family's right to exercise private medical decisions, while ensuring a learning environment free from obstruction, the Board has determined that the administration of prescription medication, non-prescription medication (over-the-counter/OTC) for temporary medical conditions, and/or medically-prescribed treatments should only be administered by school personnel to a student during school hours when: 1) failure to do so would jeopardize the health of the student; 2) the student would not be able to attend school if the medication or treatment were not made available during school hours; or 3) if the child requires medication to benefit from ~~their~~^{his/her} educational program.

II. Administration of ~~Prescription~~ Medication By School Personnel

A. Each school principal shall designate a staff member(s) to administer medications. The staff member(s) shall be trained annually by a registered nurse, a licensed practical nurse, an advanced practice registered nurse, ~~or~~ a licensed physician or a licensed physician 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, School Health Administrative Resource Manual* and the *Code of Student Conduct* shall set forth provisions for administering prescription medications.~~

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~~C.B.~~ Instructions on using a prescription medication shall be provided by a physician or described on the medication container provided by the physician or pharmacist.

~~D.C.~~ All ~~prescription~~ medications (other than those listed in II(G)) shall be delivered to the office/clinic with a ~~-~~Medication Permission form signed by the student's parent's, as defined by the Florida Statutes, which includes the following information:

1. Diagnosis;
2. Reason for giving;
3. Name and purpose of medication;
4. Time the medication is to be given;
5. Specific instructions on the administration of the medication (dose and route);
6. Approximate duration of medication (Beginning date - Ending date);
7. Allergies;
8. Side effects;
9. ~~A note signed by the student's parent(s), as defined by Florida Statutes, to~~ A grant of permission for administering the prescription medication; and
10. ~~Medication to be counted with two (2) persons signing~~ An acknowledgment that the first dosage has already been administered to limit the likelihood of an allergic reaction on school grounds.

~~E. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.~~

~~D. Prescription medication which is kept at school shall be stored in a secure place under lock and key with the student's name attached. -Only authorized staff who administers said medication shall have access to it.~~

~~E. Trained school personnel may administer non-prescription medication for pain relief and seasonal allergies for up to five (5) days without parent permission.~~

~~F. An individual student medication record form must be maintained for each student receiving medication administered by school personnel. Documentation of medication administration must be done immediately after each dose is administered. If a student is receiving more than one medication by school personnel, separate student medication records must be maintained for each medication.~~

~~G. Medication maintained at school must be obtained by parents at the end of the school year. Unclaimed or expired medication will be disposed of via a drug deactivation system.~~

~~F-III. Self-Administration of Medication by Students~~

~~A. In accordance with Florida law, a student with a special health condition(s) such as asthma, life threatening allergies, diabetes, pancreatic insufficiency, cystic fibrosis or hypersensitivity may carry one or more of the following prescription medications for emergency situations on self their person, if written approved by his/her physician and his/her parent is provided in advance to the school principal or designee:~~

~~1. a short acting bronchodilator;~~

~~2. an epinephrine auto-injector;~~

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3. a prescribed pancreatic enzyme supplement; and/or

4. diabetic supplies and equipment.

~~The approval of the physician and the parent and information regarding the medication required in IV. I must be on file in the office/clinic.~~

~~G.B.~~ A student who has permission to self-administer ~~emergency one or more of the medications in III(A)~~ may carry the medication at school, on the school bus or at any school related activity. The principal, or designee, shall notify the bus driver and the teacher of record or sponsor. ~~he transportation department regarding such students.~~

~~A record shall be maintained on each student who receives a prescription medication during school hours, including the time each dose of prescription medication was administered. These records shall be made available daily to the principal and the county health nurse.~~

~~H.~~ Add statement about disposal or release of m Medication will be returned back to parents at the end of the school year. Unclaimed or expired medication will be disposed of via a drug deactivation system.

~~II.~~ Administration of Nonprescription Medication

~~A.~~ Each school principal shall designate a staff member(s) to administer non-prescribed medications pursuant to instructions in the Florida School Health Administration Guidelines. The staff member(s) shall be trained annually by the registered nurse at each school.

~~B.~~ Administration of nonprescription medications during school hours is discouraged unless necessary for student's illness.

C. A student may possess and use a medication regulated by the US Food and Drug Administration for over-the-counter use to treat and/or relieve

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headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription.

~~D. For nonprescription medication not defined in II(C), instructions on using the medication shall be provided by the student's physician or a physician's note. All nonprescription medications shall be delivered to the office/clinic with a Medication Permission form signed by the student's parent's, as defined by the Florida Statutes, which includes the information required in I(D).~~

~~E. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.~~

~~F. Nonprescription medication which is kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized staff who administer said medication shall have access to it.~~

~~G. A record shall be maintained on each student who receives medication during school hours, including the time each dose of nonprescription medication was administered. These records shall be made available daily to the principal and the county health nurse.~~

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~~IV.~~ IV. 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 as set forth in III, above.

~~IV.~~ IV. Administration of School-Supplied Emergency Medication

A. Epinephrine

1. In accordance with Florida law, Sschools may purchase and maintain a supply of epinephrine auto-injectors to use when a student is having an anaphylactic reaction. The medication shall be kept in a locked, secure location accessible only to trained personnel.
2. The~~Should the FSUS-Leon school~~ elect to purchase and maintain, the School Board shall adopt a protocol, developed by a licensed physician, for the administration of epinephrine in emergency situations.
3. Only school personnel who are trained to recognize an anaphylactic reaction and certified to administer an epinephrine auto-injector or a person who is authorized by an authorized health care practitioner shall be permitted to administer this medication; however, the auto-injector may be given to a student who is authorized to self-administer an epinephrine auto-injector.
4. Given that FSUS Leon serves students in K-8, FSUS Leon shall provide training to an adequate number of school personnel and contracted personnel on the recognition of anaphylactic reaction and the administration of epinephrine delivery device.
- 3.5. For a student in grades K-8 that has an emergency action plan for anaphylaxis, the plan must be accessible at all times when the student is on school grounds, whether during the school day or participating at school in a school-sponsored activity.
6. Under the provisions of Florida Statutes~~In accordance with Florida law, the District and trained and certified school personnel, or an uncertified person~~ who administers an epinephrine auto-injector under the authorization of an authorized health care provider shall not be liable for any injury resulting from the administration of an

auto-injector provided that the trained school personnel ~~were trained or authorized as provided by law,~~ followed the established protocol and believed that the student was having an anaphylactic reaction;

- a. Unless the trained school personnel's action is willful and wanton;
- b. Notwithstanding that the parents or guardians of the student to whom the epinephrine is administered have not been provided notice or have not signed a statement acknowledging that the school district is not liable; and
- c. Regardless of whether authorization has been given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse.

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- B. Emergency Opioid Antagonist ~~Naloxone~~ (“~~Narcan~~EOA”). The School Board recognizes that the opioid epidemic is a public health crisis and access to opioid-related overdose reversal medication can be life-saving. ~~The following protocols for the administration of Narcan EOA in emergency situations are adopted to assist a person at risk of experiencing an opioid-related overdose.~~

1. In accordance with Florida law, schools may purchase and maintain a supply of Emergency Opioid Antagonist medication to use in the event that a student has an opioid overdose. Emergency Opioid Antagonist (EOA) is naloxone hydrochloride or any similarly acting drug that blocks the effects of opioids administered from outside the body and that is approved by the United States Food and Drug Administration for the treatment of an opioid overdose. The medication shall be kept in a locked, secure location accessible only to trained personnel.

1. Definitions

- a. Drug overdose: an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction.
- b. Naloxone (Narcan): Emergency Opioid Antagonist (EOA): is an FDA approved medication that blocks the effects of opioids administered from outside the body and may be obtained pursuant to state law, and used to treat individuals who are experiencing, or may be experiencing, an opioid related overdose.
- c. Opioids are illegal drugs including, but not limited to, heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone (OxyContin, Percodan, Percocet), hydrocodone (Vicodin), fentanyl, hydromorphone (Dilaudid), and buprenorphine.

The Executive Director shall develop an administrative procedure that outlines a protocol for use of EOA by trained school personnel who suspect an opioid overdose. The School Board shall adopt a protocol, developed by a licensed physician, for the administration of EOA in emergency situations.

2. Only school personnel who are trained to recognize an opioid overdose and to administer an EOA pursuant to this policy shall be permitted to administer this medication.

2. The Superintendent/Executive Director shall adopt Administrative Guidelines governing the procurement, maintenance and use of Narcan EOA at school, for use in emergency situations and emergency notification requirements. The

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~~Superintendent/Executive Director will consult with a licensed health professional when developing Administrative Guidelines.~~

- ~~3. The Administrative Guidelines shall:
 - a. Specify the individuals (by position) employed by the School Board who may, in accordance with law, procure Narcan EOC;
 - b. Include the physician established protocol(s), as required by law;
 - c. Identify the location(s) in each school building where Narcan EOC shall be stored;
 - d. Specify the conditions under which Narcan EOA must be stored, replaced, and disposed of;
 - e. Specify the individuals (by position) employed by or under contract with the School Board, in addition to a licensed school nurse, who are authorized to access and use Narcan EOA in emergency situations;
 - f. Specify the training that Board employees or contractors must complete before being authorized to access and administer Narcan EOA; and
 - ~~g.3. Specify that the assistance from an emergency medical service provider (911) must be requested as soon as practicable before or after Narcan EOA is administered.~~~~
4. To the extent provided by law, the Board, its members, employees and contractors shall not be liable civilly for acts or omissions associated with procuring, maintaining, accessing, or using Narcan EOA in emergency situations as prescribed by this policy and any administrative guidelines.

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C. Short Acting Bronchodilator for Respiratory Distress

1. In accordance with Florida law, schools may purchase and maintain a supply of short acting bronchodilators and components to use in the event that a student with a known diagnosis of asthma is experiencing respiratory distress. The medication shall be kept in a locked, secure location accessible only to trained personnel.
2. Should the school elect to purchase and maintain, the ~~The~~ School Board shall adopt a protocol, developed by a licensed physician, for the administration of short acting bronchodilators or components by school personnel who are trained to recognize symptoms of respiratory distress and to administer a short-acting bronchodilator or components.
3. Only school personnel who are trained to recognize symptoms of respiratory distress and to administer a short-acting bronchodilator or components shall be permitted to administer this medication; however, the short acting bronchodilator may be given to a student who is authorized to self-administer a short acting bronchodilator.
4. The school district or school shall provide written notice to the parent of each student enrolled in the school district or school of the school's adopted protocol on bronchodilator administration. The public school must receive prior permission from the parent or guardian to administer a short-acting bronchodilator or components to a student.
5. In accordance with Florida law, trained school personnel who administer or attempts to administer a short-acting bronchodilator or components, as well as the Board, are immune from civil or criminal liability as a result of such administration or attempted administration of a short-acting bronchodilator or components.

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D. Undesignated Glucagon for Diabetic Emergency

1. In accordance with Florida law, schools may purchase and maintain a supply of undesignated glucagon for the purpose of treating a student with diabetes experiencing a hypoglycemic emergency. The medication shall be kept in a locked, secure location that is immediately accessible only to trained personnel, and shall be kept in accordance with the manufacturer's instructions.

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~~The School Board shall adopt a protocol, developed by a licensed physician, for the administration of undesignated glucagon in emergency situations.~~

2. Only school personnel who are trained to recognize symptoms of a student experiencing a hypoglycemic emergency and to administer undesignated glucagon shall be permitted to administer this medication.

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3. Immediately after undesignated glucagon has been administered to a student, an employee of the public school shall call for emergency assistance, notify the school nurse, and notify the student's parent or guardian or emergency contact.

4. In accordance with Florida law, trained school personnel who administer or attempt to administer glucagon, as well as the Board, are immune from civil or criminal liability as a result of such administration or attempted administration of glucagon.

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C.E. Delegation of Responsibility

~~a. The school nurse shall provide and annually renew standing order of Narcan to students, staff members or other individuals believed or suspected to be experiencing an~~

~~opioid overdose on school grounds or at a school-sponsored activity, at which the school nurse or any other individual properly trained to administer Narcan EOA is present as permitted by this policy. The standing order shall include at least the following information:~~

- ~~i. Type of Naloxone EOA (intranasal and/or auto-injector)~~
- ~~ii. Date of issuance~~
- ~~iii. Dosage~~
- ~~iv. Signature of the school nurse or physician~~

~~b. The standing order shall be maintained in the nurse's office and copies of the standing order shall be kept in each location where Narcan EOA is stored.~~

~~2. Acquisition, Storage and Disposal~~

- ~~a. The school nurse(s) shall obtain sufficient supplies of Narcan EOA pursuant to the standing order in the same manner as other medical supplies are acquired for the school health program.~~
- ~~b. The school nurse or designee shall regularly inventory and refresh Narcan EOA stocks, and maintain records thereof, in accordance with Administrative Guidelines, manufacturer's recommendations and any applicable Department of Health guidelines.~~
- ~~c. Narcan EOA shall be safely stored in accordance with the drug manufacturer's instructions in the school nurse's office or their location(s) designated by the school nurse that is~~

only accessible by the individuals' authorized to administer Narcan EOA.

3. ~~Training~~

- a. ~~School nurses shall be trained in the use of Narcan EOA by the Department of Health~~
- b. ~~School Departments are encouraged to send other staff to be trained, including but not limited to coaches, guidance counselors, teachers, etc.~~
- c. ~~Training for designated staff shall occur annually prior to the beginning of each school year and throughout the year, as needed.~~

~~The Executive Director shall adopt administrative procedures governing the procurement, maintenance and disposal of EOA at school. The Executive Director will consult with a licensed health professional when developing the administrative procedures.~~

~~The Administrative Guidelines shall:~~

- ~~Specify the individuals (by position) employed by the School Board who may, in accordance with law, procure EOC;~~
- ~~Include the physician established protocol(s), as required by law;~~
- ~~Identify the location(s) in each school building where EOC shall be stored;~~
- ~~Specify the conditions under which EOA must be stored, replaced, and disposed of;~~

~~Specify the individuals (by position) employed by or under contract with the School Board, in addition to a licensed school nurse, who are authorized to access and use EOA in emergency situations;~~

~~Specify the training that Board employees or contractors must complete before being authorized to access and administer EOA; and~~

~~Specify that the assistance from an emergency medical service provider (911) must be requested as soon as practicable before or after EOA is administered.~~

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~~4. Parent Notification~~

~~a. Prior notice to the parents of a student of the administration of Narcan EOA is not required.~~

~~b. If Narcan EOA has been administered to a student, immediately following the administration, the school shall provide notice to the parent/guardian of the student who received Narcan EOA.~~

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 381.88, 381.887, 381.885, 499.003, 768.13, 1000.21, 1001.43, 1002.20, 1002.22, 1006.062, 1014.06 F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-6.0251, 6A-6.0252, 6A-6.0253

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

HISTORY:

ADOPTED:

REVISION DATE(S): 2/13/24

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