



Cristo Rey Orlando High School Medication Administration Policy (OTC and Prescription)

1. Purpose

To ensure the safe, consistent, and lawful administration of prescription and over-the-counter (OTC) medications to Cristo Rey Orlando students during the school day and at school-sponsored activities. This policy supports student health needs while safeguarding staff and minimizing liability.

2. Authorization Requirements

A. Prescription Medications

- A completed **Authorization for Medication/Treatment Form** is required.
- A form must be signed by both **parent/guardian and physician**.
- Must specify:
 - Medication name
 - Dosage and route
 - Administration times
 - Possible side effects
 - Special instructions
- Updated **annually** or when medication changes.
- Stored in the student's health file.

B. Parent or School-Supplied OTC Pain Relievers

- Parent-supplied over-the-counter (OTC) medication must be accompanied by a completed and signed **Medication Authorization Form** and provided in the original manufacturer-labeled container, including the expiration date.
- Cristo Rey Orlando may provide **acetaminophen (Tylenol)** and **ibuprofen (Advil/Motrin)**, **antacids**, **throat lozenges**, and **Midol** to students **with prior written parental authorization**.
- Parents must complete and sign a **Parent Authorization for School-Supplied OTC Pain Relievers Form**, specifying:
 - Whether the student may receive the OTC medication.

- Approved dosage (per manufacturer's guidelines, based on age/weight)
 - Conditions for use (e.g., headache, menstrual cramps, minor aches)
- No medication will be administered without current consent on file.

C. Topical Products (All Grades)

- Students may self-carry and apply **non-aerosol topicals** (e.g., sunscreen, bug repellent).
- Provided by parent/guardian.
- Parents are responsible for instructing students on safe use.
- No sprays, pumps, or aerosols permitted.

3. Transport & Storage of Medications

Delivery of Medication

- Parents/guardians are strongly encouraged to deliver medications directly to the School Nurse Office when possible.
- If this is not feasible due to transportation arrangements, parents/guardians may:

Send the medication to school with their student **on the first day it is needed**.

Email the School Nurse rporter@cristoreyorlando.org with written confirmation of:

- The student's name
 - Name of medication
 - Dosage and administration instructions
 - Quantity of medication being sent
- The student must **bring the medication directly to the School Nurse Office upon arrival**.

Medication Count & Storage

- The School Nurse or trained school personnel will verify and count all medication received.
- Medications will be stored securely in the Health Office unless the student has written self-carry authorization under Florida law.
- Expiration dates must be checked regularly; expired medication will not be administered.

4. Administration Procedures

- Only **trained school personnel** or a licensed health professional may administer medications.
- Training provided by a licensed provider (RN, APRN, LPN, physician, or PA). Minimum of **two trained staff per campus**.
- All administration follows the **Six Rights**:
 1. Right student
 2. Right drug

3. Right dose
 4. Right route
 5. Right time
 6. Right documentation
- A **Medication Administration Log** must be completed for each dose.

5. Field Trips and Off-Campus Activities

- Medication policy applies equally at all off-site school events.
- Only trained personnel may administer medication off-campus.
- Students with approved self-carry plans may retain responsibility for their medications.

6. Discipline

- Selling, distributing, or sharing medications is strictly prohibited.
- Violations will be addressed according to the Cristo Rey Orlando **Code of Conduct** and may result in disciplinary action.

7. Exceptional Circumstances

- Any situations outside this policy will be reviewed by school administration in consultation with the parent/guardian and, if necessary, a healthcare professional.

8. Legal Compliance & Liability

- This policy complies with **Florida Statute §1006.062**, which requires:
 - Written parental consent
 - Proper medication storage and documentation
 - Staff training for safe administration
- Staff are exempt from liability when acting as a reasonably prudent person and in good faith, except in cases of gross negligence.