

MEDICINES - ADMINISTERING MEDICINES TO STUDENTS

FILE: JLCD

TITLE: Administration of Medication to Students During School Hours

POLICY:

- (1) Each principal shall designate a person(s) on the staff to administer medications according to guidelines established by the Superintendent or designee.
- (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 school office/clinic by the parent/legal guardian or medical provider with the following information provided in writing by the medical provider:
 - (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; and
 - (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) Staff members shall not administer any expired over the counter or prescription medication.
- (7) Medication kept at school shall be stored in a locked place with the student's name attached and shall be accessible only by staff members who are authorized to administer said medication
- (8) 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 to the principal and for review by authorized personnel.
- (9) Over-the-counter medication may be administered by an OCPS nurse, school health assistant, or other trained staff designated by the principal with prior written authorization from the parent/legal guardian.
- (10) Each elementary, middle, and high (secondary) school having an insulin-dependent diabetic student enrolled shall have two (2) 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 glucagon for low blood sugar. Parents/legal guardians 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.

- (11) 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.

SPECIFIC AUTHORITY: Section 1006.062, Florida Statutes

ADOPTED: 11/17/08

REVISED: 9/25/18

TITLE: Administration of Medical Marijuana to Students During School Hours

POLICY:

- (1) Each principal shall designate a person(s) on the staff to review documentation and coordinate with the registered caregiver of a qualified patient for the administration of medical marijuana.
- (2) The following information must be provided to the school office/clinic by the parent/legal guardian or medical provider:
 - (a) proof of physician certification by a qualified physician (must be renewed every seventy (70) days) detailing when and how often the medical marijuana needs to be administered;
 - (b) proof that student to receive medical marijuana is registered as a qualified patient;
 - (c) proof that person who will administer the medical marijuana to the qualified patient is the qualified patient's registered caregiver.
- (3) The district shall have three school days to verify the information provided to the school.
- (4) Upon verification, the parent/legal guardian will coordinate with the school nurse/school administrator regarding the time that the registered caregiver will come on campus to administer the medical marijuana. A semi-private area will be provided for the medical marijuana to be administered by the registered caregiver.
- (5) The registered caregiver may come on campus solely to administer the medical marijuana to the qualified patient only at the prearranged time coordinated with the school nurse/school administrator. The registered caregiver must sign in at the school office.
- (6) The registered caregiver must possess the medical marijuana in a discreet/private manner keeping it out of view from anyone other than the qualified patient. Only once the registered caregiver and qualified patient are in the designated semi-private area should the medical marijuana and medical marijuana delivery device be used.
- (7) Upon completion of the provision of medical marijuana to the qualified patient, the registered caregiver must stow away the medical marijuana, sign out of the school office, and leave district property.
- (8) A registered caregiver may not store medical marijuana and/or medical marijuana delivery device while on district property while on campus for matters other than the administration of medical marijuana.

SPECIFIC AUTHORITY: Section 381.986, Florida Statutes

ADOPTED: 9/25/18