

Pasco County Schools
General Guidelines for Administration of Medication at School

1. Administration of medication during school hours should occur **only** when medication schedules cannot be adjusted to provide for administration at home.
2. Medication will be administered by personnel trained by the registered professional school nurse, or other medical professionals as permitted by law.
3. Medication must be brought to school by the parent / guardian in the **original prescription container** with the **original prescription label** containing the following information:
 - a. Student's name
 - b. Name of medication (only regulated medications will be administered at school, i.e. no herbal medications).
 - c. Dosage prescribed (if the dosage changes, a new prescription bottle must be provided)
 - d. Time of day to be taken
 - e. Physician's name
 - f. Special instructions
 - g. Date of prescription (current, within one year)
4. No more than a month's supply of medication should be brought to school at one time.
5. Medication received must be counted by at least two trained staff (additional signature from parent preferred). The amount and date received is to be recorded on the individual *Student Medication Administration Record*.
6. An *Authorization for Medication Administration* form must be completed by the parent / guardian, granting the school permission to assist in the administration of such medication and which shall explain the necessity for such medication to be provided during the school day, including any occasion when the student is away from school property on official school business. Parents may not need to complete this form if authorization is provided via student's Medical Management Plan.

**Note: It is preferred that the parent/guardian of a student obtain the needed dose(s) of medication for field trips in a separate, appropriately labeled prescription container. If that is not possible, the entire bottle of medication may be sent with a trained person to be administered on the field trip. Under no circumstances may medication be transferred from one container to another by anyone other than a registered pharmacist (i.e.: no pills are to be placed in envelopes or baggies).*
7. Regulated, non-prescription medication will not be administered at school, unless accompanied by a physician's statement, dated within the current school year (exception: Healthy Student Program). Over-the-counter medications must be brought to school in the original, unopened container.
8. Students will be allowed to carry metered dose asthma inhalers, pancreatic enzyme supplements, and epinephrine auto-injectors and/or diabetic supplies, medication, and equipment with written authorization from their parent / guardian and physician. (F.S.1002.20 (3) (h), (i), (k) and/or (j)).
9. No prescription analgesic narcotics will be administered at school.
10. Parental and healthcare provider authorization for the administration of medications and treatments is required annually.
11. All medications must be removed from the school premises one week after the expiration date, upon appropriate notification of medication being discontinued, or at the end of the school year. If not retrieved by a parent, guardian or designee, unused and unclaimed medication will be destroyed following proper disposal procedures.

Legal Authority: section 1006.062, F.S.A.

