

***PROCEDURE FOR ADMINISTRATION OF PRESCRIPTION MEDICATION***

1. At the request of a student's parent or guardian and doctor, administration of prescription medication may be done by a principal or his/her designee. The principal and the designated staff member shall have appropriate training and certification by the Volusia County Health Department or Volusia County School Board designated licensed student health services personnel prior to the administration of any medication.
2. A district form, "Authorization for School Personnel to Administer Prescription/Non-Prescription Medication to Students," must be completed by the student's parent or guardian and doctor prior to the administration of prescription medication. A separate authorization form shall be completed by the student's parent/guardian for each prescription medication that must be taken during the school day.
3. Each prescription/ medication to be administered by school personnel shall be delivered to and/or retrieved from the designated school staff member by the student's parent, guardian, or other adult designee. An adult designee must have written authorization from the child's parent or guardian.
4. A parent or guardian may allow his/her child to self-administer prescription medicine in school or away from school on a school-sponsored activity provided that the parent/guardian shall have on file in the office of the principal a completed "Authorization for Student Administered Prescription Medication." A separate authorization form shall be completed by the student's parent/guardian for each prescription medication that must be taken during the school day. The school system will not be responsible for administration of such medication.
5. The above mentioned "Authorizations" must be reviewed at three month intervals by the school health nurse.
6. Each prescription medication to be administered (or self-administered) in school or off-campus at a school-sponsored activity must be prescribed by a duly licensed medical practitioner authorized by the laws of this state to prescribe such medications. It must be brought to school in the original container labeled by the pharmacy or prescribing physician with the following information:
  - a. Name of student
  - b. Name of prescribing physician
  - c. Name of medicine
  - d. Instructions as to dosage (amount, time and method)
  - e. Indication of special storage, if needed
  - f. Pharmacy's name, address, phone number, if applicable
7. Each school will keep a current record of all medications administered to students by completing for each student the district form, "Student Medication Administration Record."
8. All medication to be administered by school personnel must be stored in its original container under lock and key in a secure location with the following exception: Emergency injectable medications, such as Epi-Pen, Glucagon, etc., must be accessible immediately in case of an

emergency. It is permissible to keep such medications in a secure location, but in an unlocked cabinet during the school day. If they are stored in that manner, there should be a sign on the outside of the medication cabinet indicating the location of emergency medications, and they should be locked in a secure cabinet after school hours.

9. If prior arrangements have been made with the principal or his designee, a parent or guardian may go to the school to administer prescribed or non-prescribed (over-the-counter) medications to the child. The parent or guardian shall complete the "Daily Record of Medication Administered."
10. Authorization for the administration of prescription medication, either by school personnel or by the student, shall expire concurrently with the prescription.

Legal Authority:

Sections 230.22(1)(2), 230.32(2), Florida Statutes

Laws Implemented:

Sections 232.46, Florida Statutes

History:

(Adopted -- February 12, 1985)

(Revised -- March 12, 1985; October 10, 1989)

(Effective Date -- October 10, 1989)

### ***ADMINISTRATION OF NON-PRESCRIPTION DRUGS***

Non-prescription medications, to include any pill, capsule, or liquid which is included in the Code of Federal Regulations labeling requirements for over-the-counter drugs, as well as any herbal medicines, dietary supplements and substances designated as energy pills or energy enhancers shall be treated as non-prescription medication for the purpose of student discipline. Non-prescription medications which are represented as controlled substances, shall be treated as controlled substances for the purpose of student discipline.

Administration of non-prescription medications is not permitted without the "Authorization to Administer Prescription Medication to Students by School Personnel" completed by the student's parent or guardian.

### ***PROCEDURE FOR ADMINISTRATION OF NON-PRESCRIPTION MEDICATION***

1. At the request of a student's parent or guardian and doctor, administration of non-prescription medication may be done by a principal or his/her designee. The principal and the designated staff member shall have appropriate training and certification by the Volusia County Schools Health Service Personnel or Volusia County Health Department prior to the administration of any medication.
2. A district form, "Authorization to Administer Prescription/Non-Prescription Medication to Students by School Personnel," must be completed by the student's parent or guardian and

doctor prior to the administration of prescription medication. A separate authorization form shall be completed by the student's parent/guardian for each prescription medication that must be taken during the school day.

3. Each non-prescription medication to be administered by school personnel shall be delivered to and/or retrieved from the designated school staff member by the student's parent, guardian, or other adult designee. An adult designee must have written authorization from the child's parent or guardian, excluding sunscreen. Students may possess and use a topical sunscreen product while on school property or at school sponsored event or activity without a physician order prescription.
4. A parent or guardian may allow his/her child to self-administer non-prescription medicine in school or away from school on a school-sponsored activity provided that the parent/guardian shall have on file in the office of the principal a completed "Authorization for Student Administered Medication." A separate authorization form shall be completed by the student's parent/guardian for each prescription medication that must be taken during the school day. The school system will not be responsible for administration of such medication.
5. The above mentioned "Authorizations" must be reviewed at three month intervals by the school health nurse.
6. Each school will keep a current record of all medications administered to students by completing for each student the district form, "Student Medication Administration Record."
7. All medication to be administered by school personnel must be stored in its original container under lock and key in a secure location with the following exception: Emergency injectable medications, such as Epi-Pen, Glucagon, etc., must be accessible immediately in case of an emergency. It is permissible to keep such medications in a secure location, but in an unlocked cabinet during the school day. If they are stored in that manner, there should be a sign on the outside of the medication cabinet indicating the location of emergency medications, and they should be locked in a secure cabinet after school hours.
8. If prior arrangements have been made with the principal or his designee, a parent or guardian may go to the school to administer prescribed or non-prescribed (over-the-counter) medications to the child. The parent or guardian shall complete the "Daily Record of Medication Administered."

### **STUDENTS WITH COMMUNICABLE DISEASES**

Under Florida Statutes, the Department of Health has supervision over matters pertaining to public health, including that of school students. Laws, rules and regulations relating to contagious or communicable diseases and sanitary matters including 10D-3.061, Florida Administrative Code, shall be followed. The superintendent of schools cooperates with the county health officer in accordance with the rules and regulations prescribed by the State of Florida. Additional information may be found in Volusia County Schools Policy 216.

### ***CONSENT FOR HEALTH SERVICES***

Students in Volusia County Schools will receive specified health services as provided for in the district health services plan. This will include such services as first aid, medication administration when prior arrangements have been made, and health screenings. Health screenings may include height and weight, vision screenings, head lice checks, scoliosis screenings, hearing screenings, dental screenings, and nursing assessments. A student who has failed the vision screening may be provided a vision exam and glasses, if eligible. A student will be exempt from any of these services if his or her parent or guardian requests such exception in writing. It will be understood that unless a parent or guardian requests this exemption, consent is given for these services. The term "screening" shall not be construed to authorize an invasive screening. Should there be a need for such a procedure, the consent of the student's parent or guardian shall be obtained in writing prior to performing the screening. Laws and rules relating to contagious or communicable diseases and sanitary matters shall not be violated.

### **PEDICULOSIS (HEAD LICE) CONTROL**

1. Head lice are parasitic insects found on the heads of people. As many as 6-12 million people worldwide get head lice each year. Anyone who comes in close contact with someone who already has head lice, contaminated clothing, and other belongings is at risk for contacting head lice. According to the National Pediculosis Association (NPA), Head lice can be spread whenever there is direct contact of the head or hair of an infested individual. Lice can also be spread by the sharing of personal article like hats, towels, brushes, helmets, hair ties and so on. There is also a possibility that head lice can be spread via a headrest, pillow or similar item. Head lice do not jump or fly and generally cannot survive longer than twenty four hours off of the host." It is important to understand that, although lice can be transmitted from child to child if there is close head to head contact, head lice does not transmit disease.
2. Pediculosis Control Measures:
  - A. If a child has symptoms consistent with head lice (signs of persistent scalp itching), the child should be discretely referred to clinic personnel for examination. Specific attention should be paid to the back of the head and scalp, and lice should be distinguished from dandruff, dirt of other insects that may have flown into the child's hair. If the child has signs of infestation, their parent should be contacted.
  - B. Clinic personnel should review the guidance from the Centers for Disease Control with the parent (<http://www.cdc.gov/lice/head/treatment.html>) and refer the parent to their private medical provider.
  - C. Schools may keep a list of children who have been sent home for the treatment of head lice. If properly treated the child should be able to return to school within 72 hours or less. Children should not miss excessive days from school for head lice infection. If the child's absence is prolonged the family will be contacted and further assistance will be offered.
3. Any information released to the media concerning school health pediculosis procedures must have the approval of the Superintendent of Schools or designees, prior to adoption or release in order to ensure clarity and consistency in communication.
4. Use of Insecticides for the Environmental Control of Pediculosis in Schools:

The National Pediculosis Association (N.P.A.) warns against the use of lice sprays as follows. "Using lice sprays on bedding, furniture and carpets is unwarranted, and may pose personal and environmental hazards. The recommendation for vacuuming is the safest and most effective alternative to spraying..."