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**MEDICATION /
TREATMENT
ADMINISTRATION
GUIDELINES**

Duval County School Health Services Manual

The practice of administering medications in school is governed by several areas of Florida Law. The administration of any medication in school is discouraged, unless absolutely necessary to optimize a student's health and ability to attend school. Except in the case of emergency medications, parents and guardians are requested to administer a student's medication before or after school, safely at home. The school has the right to refuse to administer medication that is not required to be given during school hours. The School Nurse will provide the parent with information to so that the parent can discuss adjusting the timing of medication administration with the prescribing health care provider (Medical Doctor, Physician Assistant, or Advanced Practice Registered Nurse).

Unlike some school districts, Duval County Public Schools (DCPS) do not have full-time nurses present in each school. Therefore, the responsibility of administering medication to students is legally delegated, as per the Florida Nurse Practice Act, by a registered nurse (RN) to a DCPS school staff person. The principal has the responsibility to designate staff to be trained to assist

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- An expiration Date or Beyond-Use Date: the manufacturer, repackager, or other distributor must provide the expiration date. The beyond-use date must not exceed the expiration date and it shall not be a date greater than one year from the date the medication is filled.

Non-Prescription Medications

As with prescription medications, non-prescription medications or over-the-counter medications may be given by trained staff at school if ordered by a health care provider and medically necessary. The medication must be in its original, un-opened container and clearly marked with the student's name, dose, and the specific time medication is to be administered at school, health care provider's name, and medication expiration date. Medication will be administered according to dosing instructions on the container unless the health care provider has indicated otherwise.

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- The trained person administering the student's medication will initial after each dose of medication on the Medication Administration Record (MAR) or electronic record.

Topical Sunscreen Products

Per Florida Statute 1002.20, a student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is regulated by the United States Food and Drug Administration for over-the-counter use to limit ultraviolet light-induced skin damage.

Sunscreens are best applied at home by the parent/guardian, before the student comes to school. If a sunscreen is to be administered by school district personnel, the parent must provide a non-aerosolized sunscreen. The sunscreen will be store in the clinic and treated like any other non-prescription medication, including the need for a Medication Administration Authorization form completed and signed by the parent only. It does not need to include a health care provider signature.

Medication Not Administered

- If the student fails to report to the health room for his/her medication, the health room designee will make every reasonable effort to locate the student and give the medication, but if this fails, the health room designee shall not be held liable for the missed dosage. The reason for the missed dose should be documented on the student's Medication Administration Record.
- The parent or legal guardian will be notified using the contact information provided on the Emergency Contact Information and Authorization for Release of Student from School form.
- If the student shows a pattern of not reporting for medications, please contact the School Health Services office.

Medication Error / Variance

- Violation of any of the six (6) Rights of Medication Administration is considered a medication error or variance, requiring completion of a Medication Variance Report the same day the variance has occurred or is discovered. The six rights are: right student, right medication, right dosage, right time, right route, and right documentation.
- If a student receives an incorrect drug or dosage, the principal or designee, parent, and school nurse must be notified immediately, so the appropriate intervention can be initiated. Contact the Poison Control Center 1-800-222-1222 for possible adverse side effects, or call 9-1-1 for severe adverse reactions, e.g., difficulty breathing, tongue or facial swelling, difficulty swallowing, vomiting, lethargy, etc.
- When a student does not report for a medication, the staff will make a reasonable effort to locate the student in the classroom in which they are assigned.

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- When a dose is missed, the parent will be contacted at the contact phone number on record and a variance report completed.

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13. Pour liquids opposite the label to prevent drips from obscuring the directions. Wipe the rim of the bottle before replacing the cap.
14. Do not leave medicine unattended.
15. Store medication as recommended

Oral Medications

1. Student should assume sitting or standing position.
2. Pour the tablet from the bottle into the container lid, then into the medicine cup as necessary.
3. Pour liquid by setting medicine cup on a firm surface at eye level and read fluid level at the lowest point of the meniscus (curved upward surface of the liquid in a container). Place lid upside down to avoid contamination and pour with label facing up to avoid obliterating label. Wipe bottle off before replacing cap.
4. Return medication to cabinet or refrigerator. Lock cabinet or refrigerator.
5. Unless contraindicated, offer water to aid in swallowing, and to assure that medication is washed into the stomach.
6. Make sure the student swallows the medication.
7. Discard used medicine cup.
8. Record the medication on the appropriate forms or electronic record.
9. Observe student for any immediate medication reaction or side effects.

Topical Medications (ointments, salves & creams)

1. Gather necessary equipment including gloves or tongue depressor as needed.
2. Squeeze medication from a tube or take ointment out of jar.
3. Spread a small, smooth, thin quantity of medication evenly on bandage to be placed on skin. Use a tongue depressor to facilitate the smooth application of ointment.
4. Protect skin surface with a dressing and use tape or gauze to secure in place.
5. Remove gloves and wash hands.
6. Return medication to the medication storage cabinet. Lock cabinet.

7. Record medication on the appropriate forms or electronic record.
8. Observe student for any immediate medication reaction or side effects.

Eye Medication – Eye Drops

1. Wash your hands.
2. Get the student into any of these positions to give the eye drops:
 - a. tilt the student's head back
 - b. lay the student flat on their back
3. Shake the bottle, if indicated.
4. Remove the top from the bottom.
5. Gently pull down the student's lower eyelid.
6. Avoid touching the dropper against the student's eye, eyelashes or any other surface.
7. Hold the dropper above the student's eye and squeeze one drop into the lower eyelid avoiding the corner of their eye.
8. Release the lower lid and let the student blink a few times to make sure the drop is spread around the eye.
9. Put the top back on the bottle.
10. Wipe away any excess with a clean tissue.
11. If you are using another type of eye drop, wait a few minutes before giving it. This will stop the first drop from being washed out by the second, before it has time to work.
12. Wash hands.
13. Replace medication in medication cabinet. Lock cabinet.
14. Record medication on the proper forms.
15. Observe student for any immediate medication reaction or side effects.

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Nebulizer Procedure

1. Wash hands.
2. Position the student in a comfortably seated position.
3. Place nebulizer on table or counter and plug into electrical outlet with ON/OFF switch in the OFF position.
4. Place medication in the medicine chamber, following all medication administration steps in

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13. Document the procedure accurately on the Medication Administration Record.

14. If symptoms have improved, the student may go back to class.

15. If the equipment is not to be sent home for cleaning before the next treatment,

disassemble and clean the L-60 (re) Stamp, adapter, and multiple at 0.272k (r)-5.9 (,)4.3 (0501 724.14