

GUIDELINES FOR ADMINISTRATION OF MEDICATION

It is recognized that medications may be essential for some students. When possible, all medications should be administered at home. This especially true for medications administered less than four times per day. **If medication must be given at school, the following procedures are required:**

1. All medications given at school must be U.S. Food and Drug Administration (FDA) approved **for the medical diagnosis**.
 - a. Substances not to be given at school are all unregulated products, including: oils, herbs, food and supplements, which are being used as treatments, dietary supplements, or folk remedies.
 - b. No IV access will be started, flushed, maintained, or discontinued at school. No medications will be permitted via central venous catheter or peripheral intravenous central catheters (PICC lines or central lines) including antineoplastic agents, investigational drugs, total parenteral nutrition (TPN), blood or blood products, emergency medications, or antibiotics.
2. **Oral over-the-counter or sample drugs** will be dispensed only when accompanied by written orders from a physician, APRN, or PA and must be U.S. Food and Drug Administration (FDA) approved for the medical diagnosis. Students may not carry medications at school.
 - a. Medication is always to remain in the container in which it was purchased and must be unopened when received by the school.
 - b. Written parental authorization is needed for all drugs.
 - c. Cough drops will be treated as an over-the-counter medication.
 - d. Possession of drugs of any kind may lead to serious disciplinary action.
3. **No prescription narcotic analgesics, opioids or cannabinoids** are to be dispensed at school. The side effects make it unsafe for students to attend school while medicated with narcotics.
4. A signed statement by the parent/guardian requesting the administration of medication must accompany all medication and supplies. The Parent Authorization for Administration of Medication form must be completed before receipt of the medication.
 - a. New authorization forms will be required when any changes with the orders occur.
 - b. All medication/procedure forms must be updated annually.
5. Medication must be sent to school by a parent/guardian.
 - a. It is not safe for children to deliver medicine to and from school.
 - b. This policy prevents safety concerns of lost or stolen medicines, students sharing medicines with friends, and students taking medicine unsupervised.
6. Medication must be in the original prescription container with the: 1) name of drug, 2) date prescribed, 3) dosage prescribed, and 4) time of day to be taken, any special directions, with student's and physician, APRN, or PA names clearly printed.
 - a. Medication must remain in the container in which it was originally dispensed.
 - b. Most pharmacies will provide an extra empty labeled bottle for parents if requested when the prescription is filled. A separate prescription bottle should be provided for field trips.
 - c. No more than a month's supply of controlled medication may be brought in at a time.
 - d. All new prescription refills must remain in original container with current expiration date.
 - e. No medications over 30 days will be administered
7. All medications and/or supplies received must be documented with the parent/guardian, employee, and witness on the Medication and Supply Intake Form (SB 87031).
 - a. Medication must be counted by a parent/guardian. This count will be verified by a school staff.
 - b. The amount and date received are to be recorded.
 - c. The parent/guardian is also required to sign Medication and Supply Intake Form when picking up medication/supplies.

Distribution: Nurse or HOST Personnel, Parent



GUIDELINES FOR ADMINISTRATION OF MEDICATION (cont.)

8. The parent/guardian should arrange for a separate supply of medication for the school.
 - a. Medication will not be transported between home and school.
 - i. Exceptions by Florida statutes 1002.20(h)(i)(j)(k) *which require a Parent Self Administration Form and a Physician Self Administration Form for:* asthma inhalers, EpiPens, pancreatic enzyme supplements, and diabetes supplies and equipment.
9. When any medications are added or discontinued, a new authorization form is required.
10. When medication dosages or times are changed, a new signed authorization form with the correct information must be completed and a new label from the pharmacist or physician, APRN, or PA order/prescription indicating the change must be sent to the school.
 - a. A fax is acceptable.
11. Medication will be **stored in a locked cabinet** at the school at all times.
 - a. Exceptions by statutes are asthma inhalers, EpiPens, pancreatic enzyme supplements, and diabetic supplies and equipment. Students who self-carry require a Parent Self Administration Form and a Physician Self Administration Form.
12. Since many students receive medication during school hours, a school district employee designated by the principal will administer medication.
 - a. The designated employee must be trained by the Registered Professional School Nurse as required by Florida law. This includes HOST, field trips, and when the student is away from school property on official school business.
 - b. The medication container with pharmacy label/supplies and copies of paperwork will be sent with the trained staff member, agency nurse, or HOST staff personnel. All medications must be signed out and recorded on the Field Trip Medication Sign Out Sheet (SB 86900).
 - c. Under no circumstances may medication be transferred from one container to another by anyone other than Registered Pharmacist with the exception of field trips which must be done by the Registered Nurse. Registered Nurses preparing for field trips should choose one of the following options: send medication in original container or transfer to a medication envelope with a copy of the original medication label attached.
13. Liquid medication will be given in a calibrated measuring device **supplied by the parent**.
 - a. Pill crushers, soft food for mixing, and special drinks **must be provided by a parent**.
14. All medications/supplies must be removed from the school premises **within one week of the expiration date**, upon appropriate notification of medication being discontinued, or at the end of the school year.
 - a. Medications/supplies that are unused and unclaimed will be destroyed following proper disposal procedures.
15. Planning and protocols for any medication or treatment which requires a one-time dosage for a specific intent are the responsibility of the Registered Nurse, **ONLY**.
16. Non-medicated sunscreen and insect repellent may be administered without a prescription but a parent/guardian authorization form must be completed.

Florida Statute 1006.062 is the reference for the above guidelines.

Questions regarding these procedures should be directed to the Registered Nurse assigned to the school your child attends or to the office of School Health Services, 273-7020.

Volunteer Services

Hillsborough County Public Schools

Hillsborough County Public Schools requires **all** volunteers and community partners to complete the HCPS Volunteer Application **or** have a current active application on file prior to any volunteer engagement.

This application should be submitted at least **two-four** weeks prior to any volunteer activity.
Allow longer for Level 2 Fingerprinting

Becoming a Volunteer

Ways to access the online application:

From the District website (<https://www.hillsboroughschools.org>)

- Click on the "Departments"
- Then click on the "Volunteering Services".
- Finally, click on the "Y.E.S." icon on the right.



From a school website

- Click on the "Volunteer Services" box on the homepage
- Finally, click on the "Y.E.S." icon on the right.



While on the HCPS Application introduction page, please take a moment to view the video for completing the volunteer application. Returning active volunteers, can access the Quick Reference Guide for the Volunteer Portal.

We are thankful to the many volunteers and community partners that say Y.E.S. (You Empower Students) every day to collaborate with us in preparing our students for life.

For more information, please click on the link to [Volunteer Services](#) or email volunteer.services@hcps.net

The HCPS Volunteer Application is **not applicable for **Charter Schools**. If you are interested in volunteering at a Charter School, please contact the school directly.*

Servicios de Voluntariados



Hillsborough County Public Schools

Las escuelas Públicas del Condado de Hillsborough requieren que **todos** los voluntarios y socios de la comunidad completen la **Solicitud de Voluntariado de HCPS** o tengan una solicitud activa actual en el archivo antes de cualquier participación como voluntarios.

Esta solicitud debe enviarse por lo menos **dos a cuatro** semanas antes de cualquier actividad de voluntariado.
***Tiene que permitir más tiempo para la toma de huellas digitales de nivel 2**

Cómo ser un voluntario

Desde la página web del Distrito (<https://www.hillsboroughschools.org>)

- Vaya donde dice "Departments"
- Luego seleccione el enlace "Volunteering Services".
- Finalmente, seleccione el ícono "Y.E.S." a la derecha.



Desde la página web de la escuela

- Seleccione el menú "Volunteer Services".
- Finalmente, seleccione el ícono "Y.E.S." de la derecha.



Mientras se encuentra en la página de introducción de la solicitud de HCPS, tómese un momento para ver el video de cómo completar la solicitud de voluntariado. Los voluntarios activos que regresan, pueden acceder a la Guía de Referencia Rápida para el portal de Voluntarios.

Estamos muy agradecidos de todos los voluntarios y socios comunitarios que dicen Y.E.S. (*You Empower Students*) cada día para colaborar con nosotros en preparar a nuestros estudiantes para la vida.

Para más información, por favor ingrese en el enlace [Volunteer Services](#) o envíe un correo electrónico a volunteer.services@hcps.net

****Las solicitudes de voluntario de HCPS no se aplican para las escuelas *Charter*. Si usted está interesado en ser voluntario en una escuela *Charter*, por favor comuníquese con la escuela directamente.**



FARNELL PTSA



WHO ARE WE AND WHAT DO WE DO?

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We are a group of volunteer parents and community members working hard to advocate for all of our children!

We host events like Back to School Dance, Reflections - a National PTA Arts Competition, and community engagement programs for students and their families! We support our Teachers and Staff with monthly snack bar and teacher appreciation events. This year we are partnering with teachers to provide engaging before and after school clubs for students too!

In short, we bring the FUN for our Farnell Falcon Community!



FIND US ON THESE SOCIALS @FARNELLPTSA



SIGN UP FOR OUR EMAIL COMMUNICATION



INTERESTED IN VOLUNTEERING?