



Pasco County Schools

Kurt S. Browning, Superintendent of Schools
7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Dear Parent/Guardian:

According to District School Board of Pasco County Policy 5335, students who receive medication, health procedures or have special dietary needs (e.g. Diabetes Management, Diastat, Asthma Inhaler, EpiPen, Pancreatic Enzyme Supplement) at school shall provide annual parental and healthcare provider authorization for the administration of medications and procedures.

If your child plans to carry his/her own supplies and/or perform any of the above medical procedures independently and without supervision during the next school year:

- Please return the *Authorization to Carry and Self Administer Diabetes Medication/Procedure, Asthma Inhaler, EpiPen, Pancreatic Enzyme Supplement* form (available on the district website) signed by physician, parent and student **on or before the first day of school**.
- Please make sure your child carries all necessary supplies (Diabetes equipment or medication, Inhaler, EpiPen, and/or Pancreatic enzyme supplement) at all times.

If your child may/will require assistance with administration of medication and/or procedures at any time during the next school year:

- Depending on your child's condition, please return either the *Severe Allergy (Anaphylaxis) or Seizure or Diabetes Medical Management Plan* form (found below) completed and signed by physician and parent **on or before the first day of school**.
- Please return the *Authorization for Medication Administration* form (available on the district website) for any medication that will need to be administered for your child **on or before the first day of school**. This form should be completed and signed by parent.
- Please provide the school clinic with all necessary supplies. Remember that medication must be brought to school by the parent / guardian (e.g. Insulin, Glucagon, Diastat, Inhaler, EpiPen, etc.).

If your child may/will require assistance with special dietary needs during the next school year:

- Please submit completed *Diet Order Request* and/or *Severe Allergy (Anaphylaxis) Medical Management Plan* forms. The *Diet Order Request Form* will be reviewed/evaluated by the Food & Nutrition Services District Office on a case-by-case basis. Since school sites are not allergen free facilities, it may be beneficial to send a meal from home for the first few weeks of school.

While not all students' requests will be accommodated, our online menus identify common allergens and carbohydrate/nutrient information to assist you and your child in navigating their meal options. You can access this helpful tool online at <https://schools.mealviewer.com/results/pasco%20county> or download the mobile app on your smartphone or tablet.

Please feel free to call your child's School Nurse if you have any questions or would like to discuss your child's health status.

Thank you.

Pasco County School Health Services Program

4/2022

Asthma

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.
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 FDA approved [regulated] medications will be administered at school, i.e., no herbal medications, supplements, essential oils, etc.).
 - c. Dosage prescribed (If the dosage changes a new prescription bottle or script must be provided).
 - d. Time of day to be taken (e.g., 9:45 AM) or if the medication is ordered as needed, how many hours in between doses (e.g., every 2 hours).
 - e. Physician's name.
 - f. Special instructions.
 - g. Date of prescription (current, within one year).
4. No more than a month's supply (30-day supply) of medications should be brought to school by a parent/guardian, at one time.
5. All medications, whether self-carry or maintained in the clinic must be entered into the Health – Clinic System Medication Order Form. Medications administered in the clinic will be recorded on the Medication Administration Record (MAR) / Medication Inventory Record (MIR) and in the Health – Clinic System. Any changes to the time or dosage requires a new MAR / MIR to be created and a discontinuation of the Medication Order Form and a new Medication Order Form will need to be created with the updated information.
6. 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 in the Health – Clinic System and on the individual *Medication Inventory Record* form.
7. A *Parent/Guardian Permission* 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 (signed by parent/guardian) 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 must 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 (no medications are to be placed in envelopes or baggies).

8. FDA approved (regulated), over-the-counter 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 by a parent/guardian in the original, unopened container.
9. Students will be allowed to carry metered dose asthma inhalers, pancreatic enzyme supplements, epinephrine auto-injectors and/or diabetes supplies, medication, and equipment with a completed *Authorization to Carry and Self Administer* form from their parent/guardian and physician (F.S.1002.20 (3)(h), (i), (k) and/or (j)).
10. If a student is participating in an after-school activity and has emergency medication in the clinic, the registered professional school nurse and clinic assistant must be notified by the parent/student.
11. No prescription narcotic analgesics will be administered at school.
12. Parental and healthcare provider authorization for the administration of medications and treatments is required each school year.
13. 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.

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Pasco County Schools Asthma Medical Management Plan

Student's Name:	Student ID:	DOB:	School Year:
School:	Grade:	Home Room:	
Parent/Guardian #1:	Home #:	Cell #:	Work #:
Parent/Guardian #2:	Home #:	Cell #:	Work #:
Parent/Guardian E-Mail Address:			
Healthcare Provider(s):		Phone #:	Fax #:

Green Zone: GO!	Take these CONTROL (PREVENTION) Medicines EVERY DAY
You have ALL of these: <ul style="list-style-type: none"> • Breathing is easy • No cough or wheeze • Can work and play • Can sleep all night 	Always rinse your mouth after using your inhaler and remember to use a spacer with your MDI. <input type="checkbox"/> No control medicines required. <input type="checkbox"/> Dulera <input type="checkbox"/> Symbicort <input type="checkbox"/> Advair Puff(s) _____ Times a day _____ <input type="checkbox"/> Alveo <input type="checkbox"/> Asmanex <input type="checkbox"/> Azmacort <input type="checkbox"/> Flovent <input type="checkbox"/> Pulmicort <input type="checkbox"/> QVAR Puff(s) MDI _____ times a day Or _____ nebulizer treatment(s) _____ times a day <input type="checkbox"/> Singulair or, _____ Take _____ By mouth once daily at bedtime For asthma with exercise, ADD: <input type="checkbox"/> Albuterol or _____ Puffs with spacer 15 minutes before exercise
Yellow Zone: Caution!	Continue CONTROL Medicines and ADD RESCUE Medicines
You have ANY of these: <ul style="list-style-type: none"> • First sign of a cold • Cough or mild wheeze • Tight chest • Shortness of breath • Can do some, but not all of usual activities. 	_____ Puff(s) MDI with spacer every _____ hours as needed OR _____ nebulizer treatment(s) every _____ hours as needed IF SYMPTOMS PERSIST MOVE TO RED ZONE - EMERGENCY!
Red Zone: EMERGENCY!	Continue CONTROL & RESCUE Medicines and GET HELP!
You have ANY of these: <ul style="list-style-type: none"> • Can't talk, eat or walk well • Medicine is not helping • Breathing hard and fast • Blue lips and fingernails • Tired or lethargic • Ribs show 	_____ Puff(s) MDI with spacer every _____ Minutes, for _____ treatments OR _____ Nebulizer treatment every _____ Minutes, for _____ treatments CALL 911 FOR AN AMBULANCE!

I hereby authorize the above-named physician and Pasco County School's staff to reciprocally release verbal written, faxed, or electronic student health information regarding the above-named child for the purpose of giving necessary medication or treatment while at school. I understand Pasco County Schools protects and secures the privacy of student health information as required by federal and state law and in all forms of records, including but not limited to, those that are oral, written, faxed, or electronic. I hereby authorize and direct that my child's medication or treatment be administered in the manner set forth in this medical management plan. I understand that all supplies are to be furnished/restocked by parent. I acknowledge that I am the parent/guardian of the student listed above and I have the rights and authority set forth in the Parent's Bill of Rights and related laws, and I further acknowledge that I have had the opportunity to review the district's resources identifying my rights (including the notices located at https://www.pasco.k12.fl.us/ssps/page/parent_notices, and pursuant the Parent's Bill of Rights, Chap.1014, Fl. Stat.), and my acknowledgement and my consent is indicated by my signature below. I understand that the form must be completed upon entry into school and at the beginning of each school year.

Parent/Guardian Signature: _____ Date: _____
 Physician's/Mid-Level Practitioner's Signature: _____ Date: _____
 School Health Registered Nurse Signature: _____ Date: _____

Revised 5/2022

Pasco County Schools
Parent/Guardian Medication Administration Permission Form

I have read Pasco County Schools' *General Guidelines for Administration of Medication at School* and permission is hereby granted to _____ Pasco County Schools' (Name of school)

trained personnel to administer the following medication to:

(Student's name) (Student #) (Grade) (DOB)

for the treatment of _____
(Health condition)

Name of prescribing Health Care Provider: _____

Known Allergies: _____

Name of medication: _____

Dose of medication: _____ Route of medication: _____ Time to be given at school: _____

Special instructions (including reasons for which medication must be administered during the school day or at after school activities): _____

Possible reactions / side effects: _____

I hereby authorize designated Pasco County Schools' staff to reciprocally release verbal, written, faxed, or electronic student health information regarding the above-named child for the purpose of giving necessary medication or treatment while at school. I understand Pasco County Schools protects and secures the privacy of student health information as required by federal and state law and in all forms of records, including, but not limited to, those that are oral, written, faxed or electronic. I hereby authorize and direct that my child's medication or treatment be administered in the manner set forth in this authorization form. I understand that I am responsible to furnish/restock all supplies and medications and that any unused medication that is not retrieved by me at the end of the school year will be destroyed. I acknowledge that I am the parent/guardian of the student listed above and I have the rights and authority set forth in the Parent's Bill of Rights and related laws, and I further acknowledge that I have had the opportunity to review the district's resources identifying my rights (including the notices located at https://www.pasco.k12.fl.us/ssps/page/parent_notices, and pursuant to the Parent's Bill of Rights, Chap.1014, Fl. Stat.), and my acknowledgement and my consent is indicated by my signature below. I understand that the form must be completed each school year.

(Signature of Parent / Guardian) Date: _____

Note: Give parent copy of *General Guidelines for Administration of Medication at School*



**AUTHORIZATION TO CARRY AND SELF ADMINISTER
ASTHMA INHALER, EPI-PEN, AND/OR PANCREATIC ENZYME SUPPLEMENT**

Student Name (print)

Parent / Guardian Name (print)

Student Number

Grade

Name of School

Name of Medication

In order for your child to carry and administer his/her own inhaler/epi-pen/or pancreatic enzyme supplement (PES), you must fully complete and return this form **annually** or your child will not be permitted to carry or administer his/her own medication. This is for the safety of your child and others. This form must be filled out IN ADDITION to the Medical Management Plan, which further sets forth the parental authorization and licensed prescriber's acknowledgement concerning the self-administration of medication.

A. To be completed by the Florida licensed healthcare provider:

_____ has been instructed in the proper use of the above-referenced medication(s) /procedure(s). In my professional opinion, this student is responsible and able to utilize the medication(s) and/or carry out these procedure(s) as directed by me, in the student's Medical Management Plan, without assistance. This student should be allowed to carry and use the equipment/medication(s) listed above.



(Licensed Prescriber's Signature)

(Phone Number)

(Date)

B. To be completed by the parent/legal guardian

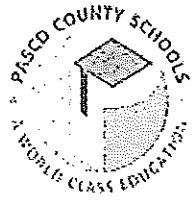
I request that my child _____ be permitted to carry and self-administer the above-prescribed medication(s) while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities. My child has been instructed in and understands the purpose, appropriate method, dosage, frequency and use of his/her medication. My child understands that he/she is responsible and accountable for carrying and using his/her medication. My child acknowledges and agrees that the medication is for his/her use alone and that he/she will not share it or otherwise allow it to be used by any other student(s) and that to do otherwise is a violation of the Student Code of Conduct which might subject the student to disciplinary action. My child will immediately notify an employee of the District School Board of Pasco County if another student uses his/her medication, equipment, or supplies. My child will immediately notify an employee of the District School Board of Pasco County if and when he/she has any questions, concerns or adverse side effects. It is understood that if there is irresponsible behavior or a safety risk, *the privilege* of carrying his/her medication will be rescinded. I understand and acknowledge that the District School Board of Pasco County assumes no responsibility whatsoever for the maintenance, storage, dosage, replacement if damaged or lost, or administration of the above student's inhaler/epi-pen/or PES. I furthermore agree to indemnify and otherwise hold harmless the District School Board of Pasco County, its employees and volunteers for any and all liability with respect to the student's use or misuse of such medication pursuant to s. 1002.20(3)(h),(i) and/or (k).

Date

Parent / Guardian Signature

Date

Student Signature



DISTRICT SCHOOL BOARD OF PASCO COUNTY
 7227 Land O' Lakes Boulevard
 Land O' Lakes, Florida 34638
**AUTHORIZATION FOR RELEASE OF RECORDS
 AND/OR INFORMATION FROM RECORDS**

MIS Form #791
 Rev. 7/15

Please print or type:

RECORDS TO BE RELEASED TO SLHS School Nurse
 Contact Person SLHS School Nurse Phone: 813-346-1000
 School/Agency Sunlake Highschool Phone 813-346-1090
 Address 3023 Sunlake Blvd. Land O Lakes, FL 34638

RECORDS TO BE RELEASED FROM _____
 Name of School/Agency/Person _____
 Address _____

I, _____, do hereby authorize the release of the following
 information on _____

Student Name	Date of Birth	Student #
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from the above named school/agency/person:

- | | |
|--|---|
| <input type="checkbox"/> Entire Cumulative Record Folder (Applicable for student transfer to another school or system) | <input checked="" type="checkbox"/> Medical/Health Records (including speech, language, hearing, vision reports and immunization records) |
| <input type="checkbox"/> Exceptional Student Education Records | <input type="checkbox"/> Official School Transcript |
| <input type="checkbox"/> Grades at Time of Withdrawal | <input type="checkbox"/> Psychiatric Evaluation |
| <input type="checkbox"/> Grading System | <input type="checkbox"/> Psychological/Social Work Reports |
| <input type="checkbox"/> Graduation Requirements | <input type="checkbox"/> Standardized Test Scores |
| <input type="checkbox"/> Home Language Survey | <input checked="" type="checkbox"/> Treatment/Services Plan |
| <input type="checkbox"/> Record of Achievements, Special Awards/Activities | |
| <input type="checkbox"/> Other Confidential Records (specify): _____ | |

AUTHORIZATION FOR EXCHANGE OF INFORMATION/RELEASE OF CLIENT RECORDS

These records will be for the professional use of authorized District School Board of Pasco County personnel only. Records will be used for educational planning, placement, and/or evaluations. Parent permission is not required when records are requested from authorized personnel or from officials of schools/school systems in which the student seeks to enroll (Family Educational Rights and Privacy Act of 1974, FERPA). Records information shall not be released except on the condition that they will not subsequently be transferred to a THIRD PARTY without first obtaining the proper consent of the parent or eligible student.

Conditions of this exchange of information shall be in compliance with federal regulations, the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and all other applicable federal laws, state statutes, State Board of Education Rules, and local School Board policy.

This authorization shall be terminated one year from the date of signature unless otherwise specified. This consent may be revoked by the client/representative at any time. Revocation has no effect on action previously taken.

 Signature of Parent/Guardian or Eligible Student Date