



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL**

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CHIEF OF EQUITY AND WELLNESS**

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October 13, 2023
Bulletin #P 24-152 CEW

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**Action By:
Information Only**

TO: Principals
FROM: Keith Oswald / Chief of Equity and Wellness
SUBJECT: PARENT/GUARDIAN CONSENT FOR STUDENT USE OF OVER-THE-COUNTER HEADACHE MEDICATION

Florida Statute F.S. 1002.20(3)(p) allows a student to possess and self-administer headache medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription. The medication must be regulated by the United States Food and Drug Administration (FDA) for over-the-counter use to treat headaches.

ADMINISTRATION OF OVER-THE-COUNTER HEADACHE MEDICATION AT SCHOOL

- Administration of over-the-counter headache medication regulated by the FDA shall be in accordance with Policy 5.321 Administration of Student Medication/Treatment.
- The student is solely responsible for safely administering and transporting the over-the-counter headache medication to and from school each day.
- The medication must be in an original container and labeled with the student's name by the custodial parent/guardian.

REQUEST BY PARENT/GUARDIAN FOR AUTHORIZATION FOR THE USE OF OVER-THE-COUNTER HEADACHE MEDICATION TO BE ADMINISTERED AT SCHOOL

- Parents/guardians requesting the student to self-administer over-the-counter headache medication must submit a written request to the principal on [Form PBSB 2683](#).
- Principals/Administrators must retain a copy of the parent/guardian consent in the student's health record and submit a copy to the school nurse or health room personnel.
- The consent will need to be updated by the parent/guardian if there is a change in the medication to be self-administered.


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PARENT/GUARDIAN CONSENT FOR STUDENT USE OF OVER-THE-COUNTER HEADACHE MEDICATION

- At the beginning of each academic school year, a new consent form will need to be completed by the parent/guardian.
- There is a checkbox field titled "OTC Form is on File" in SIS located on the Health Permissions tab to denote parent/guardian consent. The box must be checked upon receipt of [Form PBSB 2683](#) signed by the parent/guardian.

School Board Policy 5.321 - Administration of Student Medication/Treatment is currently under revision and will address the above-mentioned issue. Additionally, parents/guardians received written notice of their responsibility to disclose health information by way of the Student and Family Handbook under the Health Requirements for School Attendance section.

Approved: 
Michael J. Burke, Superintendent