



**JDAB**

## **ADMINISTRATION OF MEDICATION TO STUDENTS**

This policy addresses the administration of medications to students. The administration of emergency health care and first aid to students is set forth in Policy JDL entitled First Aid for Emergencies.

District personnel will only administer prescription medication to students during school hours or school-sponsored activities and only upon receipt of a written parental request and a valid medical authorization. The valid medical authorization shall contain the name and purpose of the medicine, the prescribed dosage, the time or times the medication is to be regularly administered and under what additional special circumstances the medication must be administered, and the length of time for which the medication is prescribed. This information must be kept on file in the principal's office. The medication must be kept in a locked cabinet or container. A daily record shall be kept on each medication administered. This record shall include the student's name, date, medication administered, time and signature of school personnel who administered the medication.

The Board designates the principal of each school as its designee to authorize designated office employees at each school to administer medication to students in accordance with state law. Each principal shall authorize named individuals to administer medication. Each person designated to administer medication shall receive annual training by designated nursing staff or other qualified persons.

The Superintendent shall develop regulations to implement the provisions of this policy.

**SOURCE: JACKSON PUBLIC SCHOOL DISTRICT**

**DATE: May 15, 2006**

**REVIEWED: December 6, 2016**

**July 21, 2020**