

ADMINISTERING MEDICINE TO SCHOLARS

I. General Rules for Administering Medications to Scholars

School employees may administer medications to Jackson Public Schools District (JPSD) scholars only in the following circumstances:

1. Prescription medications shall be administered only when accompanied by a Medication Authorization Form for JPSD scholars signed by a licensed health care provider with prescribing privileges and by the scholar's parent. No over-the-counter products shall be administered by school officials.
2. Emergency medications may be given only by trained certified personnel pursuant to the health department's established protocol in life-saving situations and in accordance with First Aid for Emergencies Policy JDL.

II. Detailed Procedures

A. Required Permissions to Bring Medications to School

Scholars may bring prescription medication to school only if the standardized Medication Authorization form is filled out and accompanies the medications. For record-keeping purposes, a separate form is required for each medication.

1. Information on the Medication Authorization form must include the scholar's name, birth date, school, school telephone/fax number, name of medication, the strength of dose, specific dosing instructions, length of treatment, special instructions, the health care provider's signature, date, office telephone/fax numbers, and parent/guardian signature. The parent/guardian signature on the Medical Authorization form is not required if separate written notes from parents or guardians authorizing medication administration are permanently attached to the Medication Authorization form signed by the health care provider.

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2. A new Medication Authorization form is required at the beginning of every school year or when a scholar begins to take a new medication or when the dose or schedule of a previously authorized medication is changed.
3. Medication Authorization forms transmitted or received by fax from the office of a licensed health care provider are acceptable. Medication Authorization forms signed by an out-of-state health care provider will be accepted if a scholar does not have a local source of health care. Forms signed by an out-of-state health care provider are acceptable only for 90 days.
4. Medication Authorization forms from health care providers who have developed their own forms may be accepted in place of the JPSD Medication Authorization form if they include the required information and the parental/guardian consent.

B. Medications at School

1. Bringing Medications to School

It is expected that the parent/or guardian will bring the medications to school and give them to the designated school official or the teacher. When this is not possible, the scholar may bring the medication to school so long as the parent notifies school personnel in advance and the medication is accompanied by a note and the Medication Authorization form, signed by the parent, specifying the exact amount of the medication that is being brought by the scholar. The medication must be taken immediately to the staff person designated to administer medicines to scholars.

2. Medication Storage Containers

All medications to be dispensed at school must be in their original containers. In the case of prescribed products, the medications must also be in properly labeled containers from the pharmacy or health care provider's office.

3. Access to Medication

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Only designated personnel, including school principals, will have access to scholar medications and medication records and such must be kept in a locked cabinet or container.

C. Dispensing Medications

1. Persons Authorized to Dispense Medications

In order to ensure the safety of scholars, authorized medications will be administered by designated personnel. The school principal shall designate persons to be responsible for the administration of medications to scholars.

2. Required Training

All designated personnel shall receive formal initial and ongoing training in all aspects of medication administration by the School Health Program - Department of Public Health.

3. Detailed Procedures for Dispensing Medications

Designated personnel will follow established policies and procedures for the safe and efficient administration of medication to scholars.

- a. Location: Medications should be administered in a consistent central location in each school. Administration in the classrooms is discouraged on the basis of storage requirements, training and supervision, record keeping, maintenance of confidentiality, and management of unexpected side effects or emergencies. When it is not feasible for medications to be administered in a central location, the school principal may grant special exceptions. Except for scholars authorized to self-administer medications, scholars must take the medication in the presence of the designated personnel.
- b. Storage: Each school will provide safe, secure, and proper storage, including refrigeration if necessary, for all medications administered at school and during school-sponsored activities

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- c. Record keeping: Designated personnel will follow all established policies and procedures regarding recordkeeping requirements for medication administration. Records will be maintained for appropriate periods of time as defined in the medication administration guidelines

D. Self-Medication

Scholars with chronic conditions such as asthma, diabetes, severe allergies, etc., may be eligible to administer their own medications upon meeting the conditions set forth below and in accordance with the Jackson Public School District's Self Administration of Asthma Medication. Scholars who take controlled substances such as psycho-stimulants (methylphenidate, Dexedrine, etc.) are not eligible to self-administer their own medications. The Board and its designees do not assume responsibility for self-medication by scholars.

1. The scholar must be mentally, emotionally, and physically capable of self-administering medication.
2. The scholar must have been instructed in proper use and safekeeping of their medications.
3. The scholar must demonstrate mature and responsible behavior using their medications.
4. These scholars must be approved for self-medication by their health care provider, parent/guardian, and principal or designee. The scholar must also accept this responsibility in writing. The required signatures must be obtained on the Medical Authorization form.
5. Scholars must keep their medication secure on their own person or in some other manner as agreed upon with the school administration. In general, only a limited amount of the medication should be maintained at school.
6. The medication must not be shared with or displayed to other scholars.

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7. School personnel who suspect that a scholar may be misusing or abusing medication should notify the principal. The privilege of being allowed to self-medicate may be revoked by the school in consultation with the prescribing health care provider and parent/guardian if there is any just cause. Responsibility for self-medication can be reinstated after consultation with the scholar and other designated persons. Failure to abide by the above provisions may also result in disciplinary action pursuant to the behavioral guidelines found in the Scholar Code of Conduct.

E. Special Circumstances

1. Extra-curricular Activities

Since medications may need to be administered during school-sponsored extracurricular activities such as field trips, athletic events, or other activities, school staff should make provisions to ensure that scholars receive medications as authorized.

Permission slips for these activities must include information about medications which need to be administered. Other significant medical information should also be included (allergies, etc.) on these permission slips. Classroom teachers, chaperones, and/or coaches who will be responsible for scholars during these activities must be familiar with proper administration of authorized medications.

2. Before and after-school programs

The dispensing of medications during before and after-school programs shall be subject to the same policies and procedures that apply to dispensing of medications during normal school hours of operation.

F. Confidentiality

The laws of the State of Mississippi regarding confidentiality of scholar records apply to all medication information in the schools. Employees will not share confidential information about scholars' medications. This includes knowledge about prescribed medications, treatment, and diagnoses.

Need for strict confidentiality: On some occasions it is necessary to protect a scholar's privacy by keeping his/her medical diagnosis and/or treatment confidential. In these cases, the scholar's health care provider and/or family should initiate contact with the principal to make arrangements so that only those with a "need to know," which always includes the principal, are aware of the situation.

G. Financial Liability

The Board assumes no responsibility for the purchase of medications for scholars. It is the sole responsibility of the parent/guardian to supply all medications for administration to their child.

III. Seizure Medication

If, at any point, the district has an adult employee or an enrolled scholar who has a seizure disorder or if the district maintains seizure rescue medication on campus, then the district will have at least one school employee at each school who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the United States Food and Drug Administration and any successor agency. The district may use any adequate and appropriate training program or guidelines for training of school personnel in the seizure disorder mentioned above.

Before administering a seizure rescue medication or medication prescribed to treat seizure disorder symptoms, the scholar's parent, guardian, or responsible adult shall:

1. Provide the school with a written authorization to administer medication at school.

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2. Provide a written statement from the person's health care practitioner, which shall contain the following information:
 - a. Full name;
 - b. The name and purpose of the medication;
 - c. The prescribed dosage
 - d. The route of administration;
 - e. The frequency that the medication may be administered; AND
 - f. The circumstances under which the medication may be administered.
3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact.

The parent, guardian, or adult of a scholar who has a seizure disorder shall collaborate with school personnel to create a seizure action plan. This plan shall be kept on file in the office of the school nurse or school administrator.

The permission for the administration of any seizure medication shall be effective for the school year in which it is granted and shall be renewed each following school year.

Exhibits: [PARENT AUTHORIZATION AND INDEMNITY AGREEMENT.pdf](#)

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