

PROCEDURES JDAB- ADMINISTERING MEDICINE TO STUDENTS

I. General Rules for Administering Medications to Students

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

1. Prescription medications shall be administered only when accompanied by a Medication Authorization Form for JPSD students signed by a licensed health care provider with prescribing privileges and by the student'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

Students 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 student'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.
2. A new Medication Authorization form is required at the beginning of every school year or when a student 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 student 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 student 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 student. The medication must be taken immediately to the staff person designated to administer medicines to students.

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

Only designated personnel, including school principals, will have access to student 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 students, authorized medications will be administered by designated personnel. The school principal shall designate persons to be responsible for the administration of medications to students.

2. Required Training

All designated personnel shall receive formal initial and on-going 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 students.

- 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 students authorized to self-administer medications, students 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
- c. Record keeping: Designated personnel will follow all established policies and procedures regarding record-keeping requirements for medication administration. Records will be maintained for appropriate periods of

time as defined in the medication administration guidelines

D. Self-Medication

Students 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. Students 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 students.

1. The student must be mentally, emotionally, and physically capable of self-administering medication.
2. The student must have been instructed in proper use and safekeeping of their medications.
3. The student must demonstrate mature and responsible behavior using their medications.
4. These students must be approved for self-medication by their health care provider, parent/guardian, and principal or designee. The student must also accept this responsibility in writing. The required signatures must be obtained on the Medical Authorization form.
5. Students 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 students.
7. School personnel who suspect that a student 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 student 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 Student Code of Conduct.

E. Special Circumstances

1. Extra-curricular Activities

Since medications may need to be administered during school-sponsored extra-curricular activities such as field trips, athletic events, or other activities, school staff should make provisions to ensure that students 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 students 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 student records apply to all medication information in the schools. Employees will not share confidential information about students' medications. This includes knowledge about prescribed medications, treatment, and diagnoses.

Need for strict confidentiality: On some occasions it is necessary to protect a student's privacy by keeping his/her medical diagnosis and/or treatment confidential. In these cases, the student'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 students. It is the sole responsibility of the parent/guardian to supply all medications for administration to their child.

SOURCE: MISSISSIPPI SCHOOL BOARDS ASSOCIATION
JACKSON PUBLIC SCHOOL DISTRICT

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