

ADMINISTRATION OF MEDICATION FOR STUDENTS AT SCHOOL

Background

The District is committed to providing a safe and healthy study and work environment for its students. The District recognizes that staff members do not generally possess the expertise required to determine the need for, or the appropriate means of, administering medical care to students. The District, nevertheless, supports staff members who may be required to administer medication, medical care or emergency medical procedures to a student in order to preserve the life or physical well-being of that student.

Procedures

1. Students who have an identified, continuing health problem and:
 - 1.1 Need to take medication on a continuing basis while at school, and
 - 1.2 Need assistance or supervision in taking their medication, or
 - 1.3 May need emergency medication for allergic reaction or other medical condition, such as a diabetic reaction,shall have their medication administered in accordance with a plan of action developed by the Principal in cooperation with the public health nurse.
2. The plan of action shall consist of the following procedures:
 - 2.1 The Principal receives, from the student's parent, a completed [Form 316-1: Request for Administration of Medication for Students at School](#) (this form includes parental consent, physician's orders and other significant data).
 - 2.2 After consultation with staff the Principal shall note on the form prescribed the name of any staff member who has agreed to administer the medication.
 - 2.3 The student's parent(s) shall provide adequate instruction and training to the designated staff member(s) concerning the administration of the medication.
 - 2.4 The designated staff member shall review the information and sign [Form 316-1: Request for Administration of Medication for Students at School](#) form.
 - 2.5 The designated staff member shall ensure the medication is properly labelled and kept in a secure place.
3. The plan of action shall include:
 - 3.1 A procedure to be followed when the designated staff member is not in attendance;
 - 3.2 A procedure to ensure the student's teacher(s) and in their absence the "TOC", is aware that the student is taking a medication for a medical condition.
4. Prominent notation of the existence of a medical request form shall be made on the student's "Permanent School Record Card" (Medic Alert).

5. If the medication required must be administered for more than a school year, a new request form shall be completed in September of each year and the previous form destroyed by the Principal.
6. Early in the school year, parents shall be informed through the school's newsletter that if their children require medication to be administered at school, [Form 316-1: Request for Administration of Medication for Students at School](#) form is available from the school and must be completed and returned to the Principal.
7. No more than one month's supply of a medication for a student required to have medication administered at school shall be kept in schools, except for students requiring medication for the treatment of anaphylaxis.
8. Attention to the expiry date of all medication being kept in school for students is necessary to ensure the medication is not outdated.
9. If a student who requires medication at school participates in a curricular or extra-curricular field trip, the designated staff member shall inform the supervising staff member of the student's need for medication. If required, parents shall provide adequate instruction and training for the field trip supervisor concerning the administration of the medication.
10. Principals are to refer to their school's "School Health Resource Book" which is supplied and updated by the Public Health nurses as required, where the various student medical questionnaire forms referred to are located.

Reference: Sections 7, 8, 17, 20, 22, 65, 84, 85, 95 School Act
Good Samaritan Act
School Regulation 265/89
Anaphylaxis Protection Order M232/07

Adopted: November 2019
Revised: