

ADMINISTRATION OF MEDICATION TO STUDENTS

Background

No child is to be denied an education on medical grounds. The Division has a responsibility (in loco parentis) to ensure the health and safety of all students enrolled in Division schools. The Division recognizes that exceptional situations may arise which may require one (1) or more of its employees to administer medication to a student. No employee of the Division shall administer or distribute any medication (including any non-prescription medicine) except as provided in the following procedures. Staff are not authorized to give consent for the administration of any medical treatment or prescription or non-prescription medication for a student, except as provided in the following procedures.

Principals are responsible to the Superintendent for the administration of this administrative procedure.

Procedures

1. Administration of Medication

If a request is made to administer medication at school to students not sufficiently mature or reliable enough to care for their own needs, the following procedures are to be observed:

- 1.1 The Principal shall require a signed request from the parent authorizing the type of medication to be administered, required dosage, and action to be taken in the event of possible hazards or side effects. A doctor's letter verifying the medication, dosage and regime for taking the medication will be requested of the parent. This authorization needs to be completed annually in order to ensure the information is accurate.
- 1.2 If the Principal feels the request is reasonable and is prepared to undertake the implied responsibility, the Principal shall make appropriate arrangements with a reliable adult to administer the prescribed medication and to undertake its safekeeping.
- 1.3 An alternate shall be identified and taught to administer the medication in the regularly designated individual's absence.
- 1.4 A record of medication instructions and arrangements is to be retained in the school office. It is always advisable to keep a record of dispensed medications (to prevent overdose errors and to track use of this service) ([Form 316-2](#)) - Log of Medication Administered).
- 1.5 Medication shall be kept in a secure location.
- 1.6 The Principal shall be responsible for informing all personnel having direct responsibility for the student and alerting them to the student's medical condition and the appropriate emergency procedures.
- 1.7 Parents are responsible for informing bus drivers and the transportation supervisor, who will inform any relief bus drivers. Parents shall be responsible to ensure that medication (e.g. Epi-Pens) supplied to the school have not exceeded their expiry date.

2. Potentially Fatal or Debilitating Medical Conditions – Required Information

In the event that a student has potentially fatal or debilitating medical conditions, such as allergic reactions that require immediate administration of medication or emergency procedures (to prevent death or health complication), the following procedures will be followed:

- 2.1 [Form 316-1](#) containing the information will be completed and will include the signature of the parent(s) and physician.
- 2.2 It is the Principal's responsibility to make reasonable attempts to ensure that:
 - 2.2.1 This information is complete and kept on file in an easily accessible location;
 - 2.2.2 All staff are briefed on the nature of the medical problems, including symptoms and emergency procedures to be used;
 - 2.2.3 The emergency medication is clearly labelled (this means in a prescription container) and kept in a secure location where the staff members can access it at short notice;
 - 2.2.4 A record shall be kept for each occasion on which medication is dispensed to a student.

3. Emergency Treatment

In the event that a student has a potentially fatal or debilitating allergic reaction that requires immediate emergency treatment or displays potentially serious reactions as a result of a known medical condition (e.g. epilepsy, insulin shock, etc.) the following steps shall be taken:

- 3.1 A staff member who has been briefed on the proper treatment procedures shall administer the treatment or the medication in strict accordance with the physician's instructions.
- 3.2 In the event that the student is riding on a Division bus when emergency medical treatment is required, then the bus driver shall administer the treatment or the medication in accordance with the best available instructions at the scene.
- 3.3 The person in charge will designate someone to call "911" to secure trained medical assistance and have that person report back to them to confirm the placement of the phone call.
 - 3.3.1 The person in charge will cooperate with ambulance personnel to arrange for the student to be transported to a medical facility.
 - 3.3.2 A staff member may accompany the student to the medical facility, and stay until a family member arrives.
- 3.4 The student's parent(s) shall be contacted immediately, informed of the situation, and asked to come to the medical facility.
- 3.5 The Principal shall record on-line all details of incidents involving injured students, actions taken, and any relevant subsequent developments using the PublicSchoolWORKS Student Accident Management module accessible [here](#).

Reference: Relevant Legislation and Regulations