

**ADMINISTRATION OF MEDICATION AT SCHOOL**

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**PREAMBLE**

The dispensing of medication to a student is primarily the responsibility of the parent or guardian. The Board recognizes, however, that from time to time, a student enrolled in the school district may have a medical problem that requires, or may require, regular or emergency treatment during school hours.

**POLICY**

**STAFF SHOULD BE AWARE THAT THE BOARD AND ITS STAFF HAVE A “DUTY OF CARE” UNDER COMMON LAW. IF, THEREFORE, A SCHOOL IS AWARE THAT A MEDICATION MUST BE ADMINISTERED WHILE A CHILD IS IN SCHOOL, THE SCHOOL ADMINISTRATOR SHOULD TAKE IMMEDIATE STEPS TO IMPLEMENT THE PROCEDURES OUTLINED BELOW. UNTIL THESE CAN BE ARRANGED, MEDICATION SHOULD NOT BE ADMINISTERED AT SCHOOL, EVEN THOUGH THIS MAY RESULT IN A CHILD BEING ABSENT FROM SCHOOL FOR A SHORT PERIOD OF TIME. THE PARENT OR GUARDIAN SHOULD BE INFORMED, IF NECESSARY, THAT THE SCHOOL CANNOT ACCEPT THIS RESPONSIBILITY IN THE INTERESTS OF THE HEALTH AND SAFETY OF THE CHILD UNTIL PROPER ARRANGEMENTS ARE MADE FOR THE REQUIRED MEDICAL AUTHORIZATION, INSTRUCTIONS AND SUPERVISION.**

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Date Adopted: 1988-06  
Date(s) Revised 1997-10  
2012 12 11

Cross References:  
Statutory: S.A. 88 (2)(c); 97 (1)  
Other:

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**POLICY**


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To help ensure the highest level of safety and well-being of the students in the school’s care, the following guidelines and procedures are to be adhered to:

**ADMINISTRATIVE GUIDELINES**

1. Administration (or supervision of self-administration) of short or long-term medications to students should occur only if the following conditions are met:
  - a) A parent or guardian requesting the school’s assistance in administration of medication at school is responsible to ensure:
    - written authorization from the attending physician
    - all medications are provided
    - parent / guardian signature
  - b) The medication is prescribed by a physician, is required to be administered while the child is in the

school's care, and is contained in the pharmaceutical container which has the child's name, physician's name, medicine dosage and date listed.

- c) The signature(s) of the appropriate school staff designated to be responsible for administering or supervising the administration of medications is provided.
2. The public health nurse can be consulted on administration of medication if required, i.e. EpiPen 

## **ADMINISTRATIVE PROCEDURES**

1. The parent or guardian will obtain from the school office and complete a "Request for Administration of Medication at School" form giving all pertinent information relative to their child's medication or physical needs. The student's attending physician must complete the "Prescribing Physician" section of the form.
2. The school administrator will ensure that a medication plan of action is developed for the daily care of the student. The medication plan of action shall include the following:
  - a) the names of staff members responsible for the administration of the medication
    - when the nature of the administration of the medication requires training, more than one staff member will be trained in order to provide a staff member in cases of absence or unavailability
  - b) the location of the secured medication
  - c) recording procedures (use "Administration of Medication Record" form)
  - d) other pertinent information.
3. When training is necessary, it is the responsibility of the school administrator to contact the public health nurse to arrange appropriate training for all personnel involved in the administration of medication and to ensure their attendance when the training is scheduled.
4. It is the responsibility of the school administrator to ensure that a master list of students who use medication(s) and the original "Request for Administration of Medication at School" form(s) is returned by parents and guardians.
5. Where medication administration is associated with life-threatening situations (Medical Alert), a copy of the "Request for Administration of Medication at School" form will be kept in the School Health Resource Book "Medical Alert" section which is readily available to all staff.
6. A copy of the "Administration of Medication Record" form will be stored with the medication.
7. The completed "Administration of Medication Record" form will be archived in the School Health Resource Book with the "Request for Administration of Medication at School" form.

8. All changes in medication should be reviewed as needed by the Administrator and may require the completion of a new "Request for Administration of Medication at School" form. Outdated "Request for Administration of Medication at School" forms will be filed with the "Administration of Medication Record" forms in the school office.
9. Due to safety concerns, medication cannot remain in the school over the summer months. Parents must be contacted prior to June 30 to arrange for unused medication to be picked up.

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