

ADMINISTRATIVE PROCEDURE #408

ADMINISTRATION OF MEDICATION AT SCHOOL

BACKGROUND

The dispensing of medication to a student is primarily the responsibility of the parent(s) and/or guardian(s). From time to time, a student enrolled in the Burnaby School District may have a medical problem that requires, or may require, regular or emergency treatment during school hours.

PROCEDURES

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 and/or guardian requested the school's assistance in administration of medication at school and has provided:
 - i. written authorization from the attending physician;
 - ii. all medications; and,
 - iii. a signed authorization from the parent(s) and/or guardian(s);
 - 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, medication name, medicine dosage, when to administer dosage, medication route, date listed, and how to store the medication (such as, for example, refrigerate or store at room temperature); and,
 - 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 the administration of medication if required, such as an Epinephrine Auto-Injector (such as EpiPen® or Twinject™).
3. The parent(s) and/or guardian(s) 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.
4. 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); and,
- d. other pertinent information, as deemed necessary.

5. The Public Health Nurse can provide resources and consultation but are not responsible in training school staff on administration of medication. The training in how to administer medication falls under the responsibility of the parent(s) and/or guardian(s) as every child's situation is different. (For example, how they respond, signs of symptoms to watch for, strategies in how to administer.)
6. It is the responsibility of the school administrator to ensure that a master list of students who use medication(s) is kept at the school office.
7. 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 Binder "Medical Alert" section which is readily available to all staff.
8. A copy of the Administration of Medication Record form will be stored with the medication.
9. 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.
10. 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.
11. Due to safety concerns, medication cannot remain in the school over the summer months. Parent(s) and/or guardian(s) must be contacted prior to June 30 to arrange for unused medication to be picked up.

.....

Date Adopted: 1988-06
Date(s) Revised: 1997-10
2012-12
Converted from Policy 5.11: 2025-06
Date(s) Revised:

Cross References: