

# ADMINISTRATION OF MEDICATION TO STUDENTS AT SCHOOL

## Background

The District is committed to providing a safe and healthy study and work environment for its students. The purpose of this procedure is to provide guidelines for administering medication to students at school.

## Procedures

1. The administration of medication in the school environment shall only occur where no other options are available, and where the school has received complete information from the parent/guardian about the medication. The principal, or designate, is responsible for the administration of medication to students.
2. Communication with Parents/ Guardians
  - 2.1 Early in the school year, parents shall be informed through the school's newsletter/ website/school agenda that if their children require medication to be administered at school, the District Request for Administration of Medication at School form (Form xxx-a) is available from the school and must be completed and returned to the Principal.
3. Requirements for Schools
  - 3.1 Parents Involvement
    - 3.1.1 A parent has requested the school assistance and has given his/her written authorization by completing a Request for Administration of Medication in School form ([Form 316-01](#)) provided by the Principal to have the medication administered by the designated staff member.
    - 3.1.2 The physician who prescribed the medication has confirmed that unless the medication is administered during school hours, the health of the student will suffer and has authorized the District to administer the medicine. The parent will have the prescribing physician sign the Request for Administration of Medication in School form ([Form 316-01](#)).
    - 3.1.3 The parent will complete a Medical Alert Form ([Form 316](#)) for attachment to the Permanent Student Record. The Public Health Nurse can be available for consultation if required.
    - 3.1.4 Parents/guardians are responsible to keep the Principal informed on as to changes in the medical status of students, including any changes to medications.

## 3.2 Principal & School Responsibilities

- 3.2.1 Education regarding the administration of medication in the school setting is the responsibility of the Principal and/or designate. The Parent, Support Services staff, Public Health Nurse may assist in the education of staff if required.
- 3.2.2 If deemed necessary, the Principal and/or designate may arrange for a meeting of the student's teacher(s) or designated staff member, parent(s) or legal guardian(s), Support Services staff, the Public Health Nurse or his/her representative and, where appropriate, the student him/herself.
- 3.2.3 Where medication is to be administered at school, the Request for Administration of Medication at School ([Form 316-01](#)) and the Medical Alert Form ([Form 316](#)) must be fully completed by the parent(s). Also an additional procedure outlining the steps taken in the event the designated staff is absent. Both forms and the contingency procedure constitute the student's Medical Intervention Plan.
  - 3.2.3.1 The Medical Intervention Plan is to be retained in the school office with the medication, where applicable. Staff administering medication to students will keep a record.
- 3.2.4 If the school is required to store medication on school premises, the parent/guardian shall be informed that he/she is responsible for delivering the medication to the school in a properly labeled prescription container and for replacing medication that has reached its "expiry date". The school must keep the medication in a locked cupboard in a place inaccessible to students and will inform parents when the expiry date is approaching.

## 4. Emergency Situations

- 4.1 Where a student may require medication in an emergency situation, e.g., an injection of adrenaline for an allergic reaction, the Principal shall make all teachers and other staff members who may have to supervise that student aware of this fact and the steps to be taken should such an emergency occur. The Public Health Nurse can provide training to school staff on the administration of adrenaline.

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

Adopted: May 13, 1998  
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