

## ADMINISTRATION OF PRESCRIBED MEDICATION

### POLICY

The Board recognizes that many students attending schools require medication for various reasons. Parents and guardians shall be encouraged to make every effort to care for this part of their child's health by assuming full responsibility.

If a child is required to take prescribed medication during school hours and the parent cannot be at school to administer the medication, the administrator designated school personnel will administer the medicine in compliance with the procedures that follow.

### PROCEDURES

#### Administration of Prescribed Medication by School Personnel

Preferably, parents/guardians should make arrangements with their physician to have prescribed medications (prescription or over-the-counter) administered outside of school hours. When it becomes necessary for a student to take any prescribed medication during school hours, it shall be in accordance with the following procedures:

1. *Authorization for the Administration of Prescribed Medication* form shall be completed by the parent/guardian prior to any medication being administered (Appendix 1). This form is completed for every new school year and/or each medication that requires administration by the school.
2. The first dosage of new medication shall not be administered at school. It is the parent/guardian responsibility to ensure that the first dose has been well tolerated prior to coming to school. Medication that may be required urgently (i.e. adrenaline auto-injector for anaphylaxis, reliever medications for asthma, rescue medication for seizures) is exempt for this condition.
3. Medications must be delivered to the school by the parent/guardian or designated adults in the original pharmacy labelled container which identifies clearly the:
  - Name of the student.
  - Name of the prescribing physician.
  - Name of the pharmacy.
  - Dose and route.
  - Frequency/time and method of administration.
  - Name of the medication.
  - Date the prescription was filled.

The label must be on the container itself, such as the medication bottle, tube, inhaler, etc., and not merely on the package.

4. Over-the-counter medication shall be delivered to the school by the parent/guardian or designated adult in the original container along with written instructions from the child's physician that clearly identifies the information listed below:
  - Date
  - Name of prescribing physician
  - Name of student
  - Name of medication
  - Dose and route
  - Frequency and method of administration
5. Medication shall be sent to the school in the proper dosage. If pills are to be taken in a dosage that is less than one pill, they must be cut to the appropriate size before being delivered to the school. Liquid medication shall be brought to school accompanied by a measuring device which shall provide the exact dosage.
6. The *Administration of Prescribed Medication Record* shall be completed by the identified staff or alternate who shall be responsible for administering the medication to the student. These records shall be maintained for 1 year (Appendix 2).

### School Procedures

Administrators are responsible for establishing a system for meeting the health care needs within their school which include:

1. Medication Administration on a Regular Basis: When a student requires medication on a regular basis, one designated staff member shall be responsible for administering the medication to the student. An alternate staff member shall also be identified to administer medication in the absence of the primary person. Medication cannot be administered by another student, including the student's sibling.
2. Ensuring that all staff who have agreed to be designated to administer medication are trained and are knowledgeable about this regulation and its procedures and consult regularly with their administrator.
3. School volunteers will not administer medication to students. Exceptions may occur during school excursions at the discretion of the school administrator.
4. Ensuring the distribution of procedures to parents/guardians.
5. Maintaining school medical records which list/include:
  - All students with significant health problems or special medical conditions.
  - Designated employees responsible for administering medication and their alternates.
  - Authorization forms.

6. Students that require complex administration of medication (i.e. via infusion pump, nasogastric tube, injection other than adrenaline auto-injector) shall be administered by a health care professional. In circumstances in which a medication must be administered by a health care professional and that health care professional and appropriate substitute or delegate are absent for any reason, the student shall not attend the school setting. The child shall remain at home in the care and control of the parent/guardian. In the event that the child has already arrived at school, the parent/guardian or emergency contact person will be notified to pick up the child.
7. School personnel shall receive training by a registered nurse to administer medication by:
  - Gastrostomy tube.
  - Inhaled medication for asthma.
  - Adrenaline auto-injector for anaphylaxis.
  - Sublingual lorazepam and intranasal midazolam for seizures.
8. School personnel that are knowledgeable on the needs of the student, the medication prescribed to the student and regulations outlined in this policy may administer medication by:
  - Oral route.
  - Instillation of medication (i.e. eye/ear drops).
  - Topical medication (i.e. ointment).

9. School Outings:

This medication administration policy may be adapted to permit children with medication administration needs to be included on school outings. In general, consideration should be given to:

- Necessity – medication should only be administered during a school outing if necessary.
- Care and Control – except for inhalers and epi-pens, medications should be in the care and control of a responsible adult.
- Medication Administration Record – the Record should be completed by the person responsible for the administration of medication on the school outing.
- Individual Health Care Plan (which includes the medication plan) – when students who have an Individual Health Care Plan (IHCP) go on an outing, the IHCP should be carried by the person responsible for the school outing.
- Emergency Communication – there should be reasonable and appropriate access to a telephone, cellular telephone or radio communication during a school outing.

## **STORAGE and SAFETY**

Storage and safety are important concerns when medication is administered in school settings.

### **Storage**

Guidelines for medications administered in school settings:

- Medications for more than one student may be stored in one locked location. Each medication shall be separated by a clear physical means. Each physical separation shall be clearly labelled with the student's name.
- The key to the locked location shall be in the care and control of the person(s) responsible for administering the medications.
- The key to the locked location shall remain on the premises of the school setting at all times.
- A spare key to the locked location shall be reasonably available.
- All staff/designates who administer medication in the school setting during the normal course of their duties shall be made aware of the location of the spare key.

### **Safety**

The administrator shall ensure that:

- Appropriate records and administration procedures be implemented.
- The staff designate and alternate identified to administer medication be trained as needed.

### **Record Keeping**

1. Each student who is administered medication shall have a separate Administration of Medication Record for each medication administered (Appendix 2).
2. The Administration of Medication Records shall be stored in the area where the medication is dispensed.
3. Each record shall include the:
  - Name of the student.
  - Name of school personnel administering the medication.
  - Date and time of the administration.
  - Outcome of the administration:
    - Successful

- Refused
  - Missed
4. Medication shall not be initialled as given until complete.
  5. The Administration Record shall be completed immediately following each administration.

### **Expiration and Disposal**

- Medications have a finite usable period of effectiveness. The parent/guardian shall be responsible for replacing expired medications as well as the removal and disposal of expired medication.
- It is expected that medication(s) will be taken home by the parent/guardian or another responsible adult for any school closure or student absence exceeding two weeks.
- The school will dispose of any medication remaining at the school after June 30<sup>th</sup> in accordance with Workplace Hazardous Materials Information System (WHMIS) guidelines.

### **Parent/Guardian Responsibilities**

Parent/guardian is to make every effort to make arrangements with the student's physician to have medication taken at home. When this is not possible parents/guardians are responsible for:

1. Completing the *Authorization for the Administration of Prescribed Medication Form*.
2. Ensuring that the first dose was administered and well tolerated prior to coming to school.
3. Notifying the school in writing of any changes in dosage or time of administration of medication.
4. Ensuring that their child has received the necessary information and training if they are to be responsible for the administration and/or storage of their own medication (e.g. epi pen/inhalers).
5. Ensuring that an adequate supply of medication in the proper dosage is at the school or is brought to school each day and that it is replaced prior to expiry dates.
6. Ensuring that their child has been made aware of their responsibility to report at the designated time and location in order for their medication to be administered.
7. Picking up unused medication at the end of the school year.

**Self-Administration**

When a student requires medication (prescribed or over-the-counter) to be administered at school on a regular basis and is able to safely, competently and consistently manage his/her own medication administration, self-administration is possible under the following conditions (Appendix 3).

1. The parent/guardian completes the *Authorization for Self-Administration of Medication* form.
2. Prescribed medication is brought to the school in a pharmacy labelled container. Over-the-counter medication is brought to the school in its original container.

Students in elementary and middle schools shall be required to have controlled substance medications (i.e. codeine, morphine) brought to the school by the parent/guardian or designated adult and stored in the school office or other adult only accessible locked location.



SEVEN OAKS  
SCHOOL DIVISION  
*community begins here*

Appendix 1  
**SEVEN OAKS SCHOOL DIVISION**  
**Administration of Prescribed Medication**

Date: \_\_\_\_\_

School: \_\_\_\_\_

**I hereby request and authorize that my child be given, at school, the medication listed below. Such medication is to be given by the principal and/or designate.**

Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_

Room #: \_\_\_\_\_

Medication: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Dosage: \_\_\_\_\_

Time(s): \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Emergency Contact – Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

The first dose has been administered and well-tolerated at home: \_\_\_\_\_

**Please Note:**

- The original container from the pharmacy must be supplied with the original label listing the student's name, the name of the medication, the dosage and the time of day it is to be given.
- It is the responsibility of the parent/guardian to deliver the medication safely to the school office.
- The medication will be kept in a safe place in the school and administered by the principal and/or designate.
- The student's picture may be posted for staff reference in the area where medication is administered.
- Unused medication will be disposed of after sixty (60) days if not picked up by parent(s) as per Policy JGCD.

\_\_\_\_\_  
Parent/Guardian Signature

Phone #: \_\_\_\_\_ (home)  
\_\_\_\_\_ (work)  
\_\_\_\_\_ (cell/pager)









**Appendix 3**  
**Seven Oaks School Division**

**Authorization for the Self-Administration of Medication  
(Prescription or Over-the-Counter)**

School Name: \_\_\_\_\_ School Year: \_\_\_\_\_

**STUDENT INFORMATION**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
YEAR MONTH DAY

Parent/Guardian: \_\_\_\_\_ Daytime phone(s): \_\_\_\_\_  
 \_\_\_\_\_

Parent Guardian: \_\_\_\_\_ Daytime phone(s): \_\_\_\_\_  
 \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Daytime phone(s): \_\_\_\_\_  
 \_\_\_\_\_

**MEDICATION INFORMATION**

Name of medication: \_\_\_\_\_

**PARENT/GUARDIAN AUTHORIZATION**

I have read the school division's Administration of Medication Policy and I understand that:

1. Prescribed medication must be brought to the school in a pharmacy labelled container. Over-the-counter medication must be brought to the school in the original container.
2. For students in elementary and middle school, controlled substance medications (i.e. codeine, morphine) must be brought to the school by the parent/guardian or designated adult and stored in the school office or other adult only accessible locked location.

I acknowledge that my child can safety and responsibly carry and self-administer the medication listed above during school hours and understand that I am responsible for consequences which may result from lost or misplaced medication.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*This authorization automatically terminates June 30<sup>th</sup> of the current school year or upon change in medication.*