

## 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.

- 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 ®

## **REGULATIONS**

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); and
  - 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

9. Due to safety concerns, medication cannot remain in the school over the summer