

Administration of Medication

PREAMBLE

The School Act, the School Act Regulations, and Ministerial Orders have assigned to the Board certain duties and responsibilities for the health and well-being of students.

POLICY

The Board recognizes that the parent is the primary care giver to their child and is responsible to administer or supervise the self-administration of medication. The Board recognizes that there may be situations where it is necessary that medication must be administered during school hours and where a parent is not available. Therefore, with explicit written direction and authority from the parent, the principal or designate will administer over the counter or physician-prescribed medication, in accordance with the procedures set out in this policy.

ADMINISTRATIVE PROCEDURES

1. Definitions

1.1 “Student-Focused Medication Plan” – Clear details of over the counter or physician-prescribed medications to be given or monitored for a specific student are written out and agreed upon by the parent and school staff.

1.2 “Medication Management” – the administration and monitoring of physician-prescribed medication.

1.3 “Administration of Medication” – the direct involvement in preparing and giving medication.

1.4 “Monitoring of Medication” – Observing a student who is self-medicated and/or ensuring medication is taken.

1.5 “Therapeutic Effect of Medication” – Desired outcome of taking medication.

1.6 “Side Effect of Medication” – Undesirable effect of medication.

2. Guidelines for Administration of Medication

Staff designated by the principal or vice-principal should administer (or supervise the self-administration of medication) to students only if the following conditions are met:

- The medication is required while the student is attending school
- A parent requested the school's assistance and has given their written authorization on the Student-Focused Medication Management Parental Consent Form
- The staff has received adequate instruction from the parent and/or medically trained personnel, as outlined in the Student-Focused Medication Management Plan. Adequate records are kept on the Student-Focused Medication Management Form
- More than one employee at a school shall be adequately instructed in the administration of the medication in order to provide an alternative person, in cases of absence or unavailability.

3. Student-Focused Medication Management falls into six categories:

- Developing a Student-Focused Medication Management Plan
- Safety considerations
- Location of medication
- Preparation of medication
- Medication administration or monitoring
- Record keeping.

For success in each category and to ensure student safety, the partnership between the parents, student, and the school staff is critical. Parents are the link between their child, the physician, and the school. As such, they need to ensure that accurate, complete information about their child's medication is shared with all partners, and supplies the current medication needs to the school. Students are partners in managing their medication needs as developmentally appropriate. The student's role can vary from being aware for the need for medication to self-managing their medications. School staff plays a critical role in the implementation of a medication management plan for a student. The school staff needs to make sure they are following the procedures of the Student-Focused Medication Management Plan.

3.1 All students requiring medication management for physician-prescribed medications should have a Student-Focused Medication Management Plan to ensure that their medication information is complete and accurate. A copy of the plan should be provided to the parent. The Medication Management Plan should be updated on a regular basis as needed, minimally on an annual basis.

3.2 School's responsibility for Procedures for the Student-Focused Medication Management Plan

When it is necessary to administer medication to a student, the following must occur:

3.2.1 Send home the following:

- a) Request for Medication to be given: School Letter
- b) Student-Focused Medication Management Parent Consent Form
- c) Student-Focused Medication Management Plan Form

3.2.2 Medication preparation, administration, monitoring, and recording.

-Upon return of these forms, receive the prescribed medication and instructions, and arrange for its safe storage and control while in the school

4. Procedures for Emergency Situations at School

In emergency situations (e.g., Anaphylaxis), every employee has a duty to render assistance to a student, including the administering of medication in accordance with the procedures outlined in the Emergency Medical Management at School: Guidelines for Schools.