

Administrative Procedure 316

ADMINISTRATION OF MEDICATION TO STUDENTS AT SCHOOL

Background

The District believes that the parent is the primary caregiver to their child and is responsible to administer or supervise the self-administration of medication. The District 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 where administration or supervision of administration of medication cannot be done by persons other than employees, it is the practice of the District to allow a secretary, a teacher, a teacher assistant or an administrative officer, to administer medication to students, or to supervise the self-administration of the medication.

Procedures

1. Except in emergency situations, school personnel are to administer (or supervise the self-administration of) medication to a student only when absolutely necessary and if all of the following conditions are met:
 - 1.1. The medication is required while the student is attending school.
 - 1.2. A parent has requested the school's assistance and has given their written authorization (Form 316-1) to have the medication administered.
 - 1.3. A copy of the parent request/authorization (Form 316-1) for medication shall be filed.
 - 1.4. School personnel have received adequate instruction from the parent and assistance from Public Health Nurse where necessary concerning the administration of the medication. 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.
2. In emergency situations, teachers have a duty to render assistance to a student, including the administration of medication where necessary.
3. When absolutely necessary medication will be administered by personnel to a student in regular attendance at school only upon completion and receipt of a "[Request for Administration of Medication](#)" form (Form 316-1) signed by the parent.
 - 3.1. The Principal shall make certain that procedures are in place to ensure that:
 - 3.1.1. The completed form (Form 316-1) is received by the school prior to administration of medication.
 - 3.1.2. The parent is informed of his/her responsibility to update medical information every September and as the need arises.

- 3.1.3. All forms returned by parents are kept in the student's file and a copy with the medication.
 - 3.1.4. Teachers-on-Call and substitute teacher assistants are informed of the medical problems of students in their classes.
4. If a school is required to store medication, the principal shall arrange to have medication stored centrally in the school in a safe and appropriate place.
 - 4.1. All medication which is to be administered in accordance with these procedures shall be provided to the principal by a parent in the original container, which includes the prescription directions and doctor's name.
 - 4.2. In the event that the supply of medication stored at the school is used up, it is the obligation of the parent to renew the supply and keep the school stocked with the medication.
 - 4.3. Only authorized school personnel shall have access to medication which is stored in a central location. Any unused or expired medication shall be returned to the parent.
5. If a parent requests, and when absolutely necessary, the principal shall arrange for the supervision of a student who leaves a class for the purpose of self-administration of medication.
6. If requested in writing by the physician, a teacher will observe and report any change in a child's behaviour while on medication.
7. A [record sheet](#) (Form 316-2) for the administration of medication for each student shall be maintained in the location where medication is stored, such sheet to show date, time and dose of each medication administration, any other pertinent information, and the initials of the administering person.
8. In emergency situations, a parent or the emergency contact if the parent cannot be contacted shall be contacted or the student taken to a hospital/medical clinic.

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

Approved: October 29, 1979

Revised: April 22, 1984; December 17, 1990; October 17, 1994; December 15, 2020