

ADMINISTRATION OF MEDICATION

Background

Schools must endeavour to provide for the individual instructional needs of students. Schools must be prepared to reasonably accommodate those students with special care needs, particularly in the area of the administration of medications, so that these students may remain in school.

Teachers are not generally trained in providing medical treatments and are, therefore, understandably reluctant to undertake this responsibility lightly. It is imperative that the Division establish procedures, adopt appropriate forms to be used, and provide information and guidance to help teachers feel more comfortable in these new duties.

Procedures

1. For Administration of Regular Medication or Supervision of Self-Administration of Medication by Students
 - 1.1 Parents/guardians requesting that medication be dispensed to a student at school must confer with the Principal and the teacher (and other designated staff member, if applicable) to make them aware of the student's condition and needs.
 - 1.2 A written request by parents/guardians for the administration of medication must be accompanied by a letter from a medical doctor supporting this request.
 - 1.3 The Principal will determine
 - 1.3.1 Whether or not medications must be administered during the time in which the student is at school;
 - 1.3.2 Whether a health care professional might be available to carry out this function; and
 - 1.3.3 Whether, after a review of all the circumstances, the duty of administering such medication is a fair and reasonable one to assign to a teacher (or designated staff member).
 - 1.4 If it is determined that medications must be administered by a teacher (or designated staff member) in order to allow the student to attend school, the parents/guardians will be notified of this decision.

- 1.5 Once school authorities have agreed to administer medication to students, they must do so without negligence. If the school is no longer able to take the responsibility, the parent/guardian must be given notice of this decision as soon as possible by means of a diarized phone call and in writing. The Superintendent of Education is to be consulted about withdrawal of such services.
- 1.6 Medication must be brought from home by a reliable adult, the medication container must have the official label of the pharmacy that contains the name of the student and the dispensing information.
- 1.7 The medication is to be kept under lock. If refrigeration is required, the medication must be placed in a locked container in the fridge.
- 1.8 The teacher, or other designated staff member, appointed to take charge of administering the medication will also maintain a Daily Medication Record. This record will contain the student's vital medical information, information regarding the medication itself (name, dosage, directions, etc.), and a chart that gives a clear picture of the days (times, etc., if necessary) on which medication was administered.

The adult in charge will initial each day's record to indicate that medication was given on that particular day. If the teacher or designated staff member in charge is absent, this responsibility must be assigned to another person by the Principal, and so noted in the Daily Medication Record.
- 1.9 Parents/guardians must notify the Principal immediately when health care needs of a student change.

2. For Emergency Administration of Medication

In any emergency situation, people are expected to act quickly in giving appropriate assistance. Certain medical conditions (e.g. anaphylaxis, diabetes) may require an emergency response while the student is at school.

- 2.1 Parents/guardians must make the Principal aware of the student's particular condition. They will provide pertinent medical information and necessary medication.
- 2.2 It is essential that the Principal develop and adopt a response protocol relating to the situation, and to train staff in its implementation. The protocol is to be written down and displayed in a prominent place(s) in the school. School personnel are to be aware of symptoms that could signal the onset of a reaction and they are to be prepared to act quickly in such an event. Older students could be trained to assist in recognizing such emergency situations and to aid school personnel in following established protocol.

Reference: Sections 85, 87, 108, 109, 175, 188, 190 Education Act