

RAINBOW DISTRICT SCHOOL BOARD

**POLICY & PROCEDURES MANUAL**

P.2.01

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08-R87

**HEALTH AND SAFETY**

**POLICY STATEMENT**

**P.2.01. ADMINISTRATION OF MEDICATION**  
**THE BOARD RECOGNIZES THE NEED AND VALUE OF HEALTH SUPPORT SERVICES IN THE FORM OF ADMINISTRATION OF MEDICATION.**

**OPERATIONAL PROCEDURES**

**OP.2.01 ADMINISTRATION OF MEDICATION**

The administration of oral medication will be adopted only when requested by the parent/guardian, when authorized by a physician and when medication must be provided during school hours.

A signed request/authorization form from the parent/guardian and supervising physician shall be required. The form must be readily accessible to staff in case of emergency.

The principal shall upon receipt of the request, ensure that the medication cannot be administered at home rather than at school or by a person other than a teacher or educational assistant.

The principal shall obtain the assistance of at least two staff persons and designate one staff person as the regular designate and one as the alternate designate.

The principal shall in cooperation with the parent/guardian, determine the method by which the medication(s) is/are transported to/from the school. Unless otherwise determined, the medication will be delivered according to an agreed schedule, to the principal or designated person for safekeeping. All medication shall be kept in a secure location. The principal shall ensure that the person designated to administer the medication shall maintain a daily log. A file for each student receiving medication by school personnel will be established and maintained in the school.

With the written authorization of the parent/guardian and physician, the principal may allow the medication to be administered in a manner, which encourages mature students to take an appropriate level of responsibility for administering his/her own medication. The student will then assume responsibility for daily recording of it. The age of the student will determine responsibility.

The principal shall return unused or out-dated medication to the parent/guardian of the student. In the event a parent or guardian cannot be reached the principal shall bring unused medication to a pharmacy for disposal.

The principal will ensure that the above procedures are followed where applicable during field trip activities.

The classroom teacher shall ensure that the procedure for the administration of medication is prominently displayed in the event of his/her absence.

### Anaphylaxis and the Use of EpiPen

School administrators are empowered to respond to the needs of students who suffer from anaphylaxis.

See: Board Policy 2.16  
Administrative Procedures for Anaphylaxis in Rainbow District  
School Board