



ADMINISTRATIVE PROCEDURE STUDENTS, PARENTS AND COMMUNITY	
Effective:	September 1, 2014
Last Revised:	

## MEDICATION ADMINISTRATION

### 1. PURPOSE

As a general rule, the administration of oral medication or medical procedures to students is primarily the responsibility of the students' parents in conjunction with trained medical personnel. Treatment regimens should, where possible, be adjusted to avoid administration during school hours. Students should be encouraged to accept the maximum responsibility appropriate for administration of their own medication.

At the same time, students with health problems have the same right to an education, as do students without health problems.

Therefore, Rainbow District School Board recognizes that, on occasion, it may be necessary for staff members to administer medication and/or medical procedures to a student in order to afford that student an equal opportunity to attend school to receive an appropriate education.

This administrative procedure has been developed to provide direction for the involvement of staff members in the administration of medication and/or medical procedures.

### 2. DEFINITIONS

**Prescription Medication:** Prescription medication is prescribed by a medical practitioner.

**Non-prescription Medication:** Non-prescription medication is medication for which no prescription is required; i.e., "over the counter" medication.

**Staff Administration:** Staff administration occurs when a board staff member provides the required dosage of medication at the prescribed time to a student, and/or provides medical procedures to a student.

**Self-Administration:** Self-administration means that the student accepts full responsibility for the medication regime.

**Medical Procedures:** Medical procedures include catheterization and suctioning.

**Parent:** Every use of "parent" in this administrative procedure includes legal guardians.

### 3. APPLICATION

This administrative procedure applies to staff members who administer medication or medical procedures to students, as designated appropriate for school board staff members to administer under government legislation.

## PROCEDURES

### 4. Limitations on Staff Involvement

- 4.1 Before the administration of medication and/or medical procedures to any student can occur, it must be authorized in writing by the student's parents and the student's attending physician in accordance with the terms of this administrative procedure.
- 4.2 Rainbow District School Board staff members will not administer any medication or medical procedures except as designated appropriate for school board staff to administer under government legislation, including Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings.
- 4.3 Staff members will not undertake any action that would qualify as a medical procedure that may be carried out only by medical professionals licensed under the *Health Professionals Act*.

### 5. Protection from Liability

When acting in accordance with the directives set out in this administrative procedure, employees of Rainbow District School Board are covered by the Board's liability insurance, and are supported by the Board through the *Education Act* and its attendant regulations when acting in *loco parentis*.

### 6. Staff Administration of Medication

- 6.1 The administration of oral medication will be adopted only when requested by the parent, when authorized by a physician, and when medication must be provided during school hours.
- 6.2 A signed request/authorization form from the parent and supervising physician shall be required. The form must be readily accessible to the staff in case of emergency.
- 6.3 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.
- 6.4 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.
- 6.5 Parents are responsible to provide to the school any prescription medication that the principal has agreed will be administered by the staff. All such medication must be

provided in a clearly labelled pharmacy container, which shows the child's name, the physician's name, the name of the medication, and the dosage (quantity and frequency).

- 6.6 Normally, **non-prescription medication** will be self-administered. If staff members are to be involved in the administration of non-prescription medication this medication must be accompanied by specific instructions from a medical practitioner. Exceptions may be granted only at the discretion of the principal after consultation with the parent or guardian.
- 6.7 The principal shall, in cooperation with the parent, determine the method by which the medication(s) is/are transported to and from the school. Unless otherwise determined, the medication will be delivered according to an agreed schedule, to the principal or designated person for safekeeping.
- 6.8 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.
- 6.9 With the written authorization of the parent and physician, the principal may allow the medication to be administered in a manner which encourages a mature student to take an appropriate level of responsibility for administering his or her own medication. The student will then assume responsibility for daily recording of it. The age of the student will determine responsibility.
- 6.10 The principal shall return unused or outdated medication to the parent of the student. In the event a parent cannot be reached, the principal shall bring unused medication to a pharmacy for disposal.
- 6.11 The principal will ensure that the above procedures are followed where applicable during field trip activities.
- 6.12 The classroom teacher shall ensure that the procedure for the administration of medication is prominently displayed in the event of the teacher's absence.

## 7. **Anaphylaxis and the Use of the Epi-Pen**

School staff members are authorized to respond to the needs of students who suffer from anaphylaxis as set out in Administrative Procedure Anaphylaxis.

**REFERENCE DOCUMENTS****Legal:**

*Education Act, section 265 Duties of Principal: Care of Pupils*  
Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings.  
Ontario Student Record (OSR) Guideline, clause 3.1.5 Special Health Information  
*Health Protection and Promotion Act*  
*Sabrina's Law 2005, an Act to Protect Anaphylactic Pupils*  
*Health Professionals Act*

**Board References:**

Board Policy GOV-11 Learning and Working Environment: Equity and Inclusion  
Administrative Procedure Anaphylaxis  
Administrative Procedure Personal Information of Students  
Emergency Response Manual: Medical Emergency

September 4, 2014