

Saskatchewan Rivers School Division No. 119 Policy Manual

Policy Name: Medication and Student Health

Policy Type: Students

Number: 8170

Date Approved: November 28, 2005

Legal Reference:

The Board of Education believes that the provision of a safe school environment may include the administration of prescription medication to students.

Guidelines

1. The Division has a duty to accommodate, to a reasonable extent, those students who require health and personal care practices in order for them to attend school regularly.
2. The principal and staff shall not consider themselves to be experts in the administration of medication and shall not be required to administer prescribed medication to students. It is recognized that some staff members may not feel comfortable administering medication and may be excused from such activity.
3. Whenever possible every effort is to be made for prescribed medication to be administered at home or at school by a parent/guardian. If this is not possible, Division personnel may assist in the provision of medication to pupils.
4. Under no circumstances shall a student be assisted in taking prescribed medication without a doctor's prescription and direction from the parent/guardian.
5. Employees of the Division shall not dispense non-prescription drugs to students.
6. School personnel have a duty to render assistance in helping students who experience emergency health problems, resulting from an accident or from a pre-existing physical or mental condition. There is a duty to do what is reasonable under the circumstances.
7. Upon the administration of medication in an emergency situation, school staff shall quickly notify the parents/guardians and/or the physician of record depending upon the availability of either.
8. The Board is committed to working with the Health District in educating school personnel regarding student medical conditions, procedures and preventative precautions.

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ADMINISTRATIVE PROCEDURES

1. “Administration” of medication may occur at the school level. Administration, for example, refers to opening a container, taking out a pill, and giving it to a student.
2. “Management” of medication shall not occur at the school level. Management requires knowledge and information about the interactions between drugs and potential impact on students depending on their medical condition.
3. A student's medical condition may require the administration of an injection during the school day. If the student cannot self inject and the parent/guardian cannot come to the school to inject, a designated Division employee may be provided with inservice from qualified medical personnel for the administering of injections.

Upon receiving a request to administer medication, the following steps are to be undertaken:

- a) The principal, in consultation with staff, parents/guardians, shall make a clear effort to establish a mutually acceptable protocol for administering the medication.
 - b) If the principal cannot negotiate a protocol, the matter is to be referred to the designated Superintendent.
 - c) The Superintendent, in consultation with the principal, staff, parents/guardians, medical personnel and other stakeholders shall establish a protocol for administering the medication.
 - d) Administering the medication may involve current staff or additional staff hired for the specific purpose of administering medication on a case by case basis.
4. When it is determined that medication is to be administered by Division personnel, the family or agency involved must notify the principal in writing, using the "Prescribed Medication Form". A copy of the form must be submitted to the designated Superintendent.

5. When notified that prescription drugs are on school premises, Division personnel shall provide for the safe storage of such drugs. The amount of medication held at the school shall be determined on a case by case basis - the family or agency involved is responsible for seeing that only small amounts of medication accompany the child and that such medication is prepared in unit dosages.
6. Each school shall maintain a Medical Readiness Plan based on site-specific circumstances and in consideration of:
 - a) Occupational Health Safety issues and practices;
 - b) First Aid readiness and procedures;
 - c) An emergency medical response protocol.
7. The principal shall maintain a registry of all medication provided to a pupil on the Medication Registry. The registry shall include the student's name, date, time of day, name of medication, dosage given, and the name of the Division employee providing the medication.
8. Whenever practical, medication shall be administered in the presence of another staff member, and this fact shall be noted on the Medication Registry.

PRESCRIBED MEDICATION FORM

Student: _____ Grade: _____

Date of Birth: _____ School: _____

Name of Family/Agency: _____

Home Address: _____

Telephone: (Home) _____ (Work) _____

REQUEST AND AUTHORIZATION:

I hereby authorize and request the administration of the following prescribed medication for my child, _____, by non-medically trained staff at _____ School.

Date: _____ Signature: _____

Name of Student's Doctor: _____ Telephone: _____

Name of Student's Pharmacist: _____ Telephone: _____

Medication Prescribed

Dosage

Side Effects

1. _____

2. _____

Other Pertinent Information (time of day, 2 weeks, etc.):

Annual Validation

This authorization is valid from _____ to _____
(maximum of 12 months)

NOTE: Parents may be requested to provide pertinent written medical data to be obtained from the pharmacist before the administration of medication can occur. (e.g. information sheets on specific medication)

I hereby acknowledge receipt of a copy of this form.

Signature of Student's Physician: _____

Date: _____

NOTE:

1. Families/agencies are required to contact the principal of the school if there is a change in medication and/or dosage.
2. It is expected that only small quantities of medication will be sent to school.

