

## Administrative Procedure 325

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# ADMINISTERING MEDICATION AND MEDICAL TREATMENT OF STUDENTS

### Background

The provision of a safe school environment may include the administration of prescription medication to students or the provision of health-related services. 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.

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.

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.

Under no circumstances shall a student be assisted in taking prescribed medication without a doctor's prescription and direction from the parent/guardian.

Employees of the Division shall not dispense non-prescription drugs to students.

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.

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.

The Division is committed to working with the Health District in educating school personnel regarding student medical conditions, procedures and preventative measures.

### 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 health-related services during the school day including tube feeding, ostomy care, postural drainage, or administration of injections. When a student cannot self-inject and the parent/guardian cannot come to the school to inject, a designated Division employee may be provided with in-service from qualified medical personnel for the administering of injections.

When a student requires medication or health-related services during the school day, the following steps are to be undertaken:

- 3.1 The principal, in consultation with staff, parents/guardians, shall make a clear effort to establish a mutually acceptable protocol for administering the medication or providing health-related services.
  - 3.2 If the principal cannot negotiate a protocol, the matter is to be referred to the designated superintendent responsible for student support services.
  - 3.3 The superintendent, in consultation with the principal, staff, parents/guardians, medical personnel and other stakeholders shall establish a protocol for administering the medication or providing health-related services.
  - 3.4 Current staff may be trained to specifically administer the medication or provide the health-related service. In some cases, additional staff may be required.
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" – Appendix A. A copy of the form must be submitted to their superintendent.
  5. Division personnel shall provide for the safe storage of prescription drugs. The amount of medication held at the school shall be determined on a case by case basis. The parent/guardian or agency involved is responsible for delivering medication to designated Division personnel.
  6. Each school shall maintain a Medical Readiness Plan based on site-specific circumstances and in consideration of:
    - 6.1 Occupational Health Safety issues and practices;
    - 6.2 First Aid readiness and procedures;
    - 6.3 An emergency medical response protocol.
  7. The principal shall maintain a registry of all medication provided to a pupil on the Medication Registry – Appendix B. 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.
  9. Unused medication shall be returned to parents or to a pharmacy for safe disposal a) at the end of the school year, or b) when a child moves schools during the year.

Reference: Section 85, 87, 109, 175, 188, 190, *The Education Act, 1995* (Revised: 2014 10 06)

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