

ADMINISTERING MEDICATIONS TO STUDENTS

A safe and supportive school environment for students with medical needs requires ongoing communication and coordinated planning between parents, students, school personnel, and health agencies. While parents have the primary responsibility for ensuring that students receive any necessary medication, the School District recognizes that there may be circumstances where the administration of medication at school may be necessary. In cases where the administration of medication at school is deemed necessary, designated school staff will administer medication to students in accordance with documented medical authorization and instructions. Where required, staff will receive training from qualified health practitioners in the administration of medications.

1. School District personnel will only administer medication to students if the following criteria have been met:
 - a. The medication has been prescribed by a doctor.
 - b. It is necessary that the medication be administered during school hours.
 - c. The "Request for Administration of Medication at School" form has been completed and approved.
 - d. A plan of action has been developed in collaboration with appropriate health professionals.
 - e. The staff member has been designated by the school administrator to administer medication.
 - f. The staff member has received appropriate training from the appropriate health professional.

2. **Parent Responsibilities**
 - a. Parents shall make every effort to schedule the administration of medications outside of school hours.
 - b. If parents believe that the administration of medication to students at school is necessary, parents must complete and submit a "Request for the Administration of Medication at School" form.
 - c. Parents are responsible for supplying the school with any necessary medication and supplies and replacing expired medications.
 - d. Parents must immediately inform the school administrator of any changes to medications, dosages or potential side effects by submitting a revised "Request for the Administration of Medication" form.
 - e. Parents are responsible for ensuring that any necessary medication accompanies the child on any field trips or extracurricular activities.
 - f. Parents will ensure that all medications are clearly labelled with the student's name, the name of the medication, the dosage, the prescribing physician, and the expiry date, and must be stored in the original pharmacy container.

3. **School Administrator Responsibilities**

School administrators will ensure that an appropriate plan of action is developed, in cooperation with appropriate health care providers, including:

- a. designation of a staff member to administer medication to the student and, where necessary, a “backup” system will be in place to ensure that there will be someone responsible for medication administration in case of staff absences or during extra-curricular trips;
- b. ensuring that any staff designated to administer medication receive appropriate training from qualified health care professionals;
- c. ensuring that medications are stored in a safe, secure area that meets any requirements outlined in the instructions provided by the physician;
- d. maintaining a medication administration log that is kept at the school;
- e. communicating with all staff working with the child (including on-call staff) of student medical needs.