

ADMINISTRATIVE PROCEDURES

SUBJECT: ADMINISTRATION OF MEDICATION

INTRODUCTION

Ministry of Education Policy/Program Memorandum 81 (Provision of Health Support Services in School Settings) specifies that school boards are responsible for the administration of oral medication where such medication has been prescribed for use during school hours.

The Lambton Kent District School Board through its policy “Performance of Medical and Physical Procedures for Students” (Regulation SE-302-12) recognizes that on occasion there will be the need for school staff to administer medication to students in order for students to take advantage of their right to attend school.

BACKGROUND

The primary responsibility for provision of the required services and medical/health procedures remains with parents/guardians and health professionals.

While the dispensing of medication to a student is primarily the responsibility of the parent or guardian on occasion there may be medication that is required during school hours. In such cases, it is important to ensure the highest level of safety and well-being for the student. The Parent/Guardian will inform school authorities about their child’s medical/health conditions and share relevant information including a request for assistance in administration of medication at school.

The procedures that deal with the administration of medication will only be implemented when all of the following criteria have been met:

- (a) requested by the parent or guardian, and
- (b) prescribed by a physician, and
- (c) such medication, by necessity, must be taken during school hours and cannot be administered by a parent/guardian or other person authorized by a parent/guardian, and
- (d) medication may be reasonably and safely administered by a lay person, and
- (e) a parent has signed an authorization on the specified form. (Appendix 1)

Staff should not administer non-prescriptive medication to students.

The Board shall not require any staff to administer medication or perform any medical or physical procedure on any pupil that might in any way endanger the safety of the pupil or subject staff to risk of injury or liability from negligence.

ADMINISTRATIVE PROCEDURES

The Lambton Kent District School Board recognizes that situations will arise from time to time which may require Board employees to facilitate the taking of prescription medication by a student at school. The Board has therefore developed a comprehensive procedure for the administration of medication.

COMMUNICATION PLAN: ROLES AND RESPONSIBILITIES1. Explore Alternatives

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

2. Authorization

The principal will, after agreeing to consider the request, obtain a signed "Authorization for the Administration of Medication" form (Appendix 1) from the parent/guardian and supervising physician indicating:

- the child's name
- the type of medication to be administered
- the required dosage and the expiry date
- the schedule of administration
- the method of administration
- the action to be taken in the event of possible hazards or side effects.

- a) A new Authorization form should be completed by the parent/guardian and the physician, and forwarded to the Principal for each school year and whenever the physician directs a modification of the prescribed medication. This includes a note from the parent/guardian confirming administration of the medication is to end.
- b) Where there has been no change in medication or treatment regimen from one school year to the next the parent/guardian is to confirm in writing that there has been no change and that the medication authorization remains valid.
- c) The Principal will maintain a list of all students currently receiving prescription medication.

3. Administration of Medication

The principal will, upon determining that the request is reasonable, designate staff to be responsible for the administration of prescription medication.

The Principal will ensure that medication is administered in a manner which allows for sensitivity and privacy and encourages the student to take as much responsibility for his/her own medication as is appropriate and desirable.

4. Communicating with Staff

The principal will inform staff working with the student that the student will require medicine during the school day. The staff will be provided with an overview of health and safety issues related to the student, and specific training, where required.

5. Transportation of Medication To and From School

The principal will, in cooperation with the parent/guardian, determine the method by which the medication(s) are transported to/from the school. This determination will be based upon:

- the age of the student
- the degree of disability
- the degree of maturity and responsibility demonstrated by the individual student
- the degree to which the medication is considered “secure” when carried by the student
- other relevant factors.

The medication will be delivered, according to an agreed schedule, to the principal or designated person for safekeeping, unless otherwise determined.

A Student Log of Medication Drop Off/ Pick Up has been provided for school use.
(Appendix 3)

6. Secure Location for Medication

The Principal will ensure that all medication is kept in a secure location, either at a central location or an approved location determined by the person administering the medication. When determining the best method of storing medications consideration should be given to portability in the event of an emergency (i.e. an evacuation).

All medication must be in the official container provided by the pharmacist/physician and clearly labeled to indicate:

- name of student
- name of medication
- dosage and the expiry date
- frequency of medication
- method of administration
- foods or medication that could be contra-indicated with the drug
- special instructions for storage
- name of prescribing physician

7. Recording Administration of Medication

The principal will ensure that the person designated to administer the medication shall maintain a daily record by completing the “Individual Student Log of Medication Administered” (Appendix 2), including:

- type of medication
- date and time given
- dosage given
- comments and signature (daily) of person giving medication
- each medication that staff administer requires a separate Appendix 2 form.

8. Central File

The principal will establish and maintain, in the school office, a file for each student receiving medication by school personnel including:

- the original request/authorization form, signed by the parent/guardian and the supervisory physician
- any request/authorization for change
- all records of administrations of medication by school personnel.

All authorization and log forms will remain on file one year beyond the end of the school year for which the record pertains.

9. Self-Administration

The principal may, with the written authorization of the parent and physician, allow the medication to be administered in a manner which allows for sensitivity and privacy and which encourages mature students to take an appropriate level of responsibility for administering their own medication. Self-administration of medication will occur under the supervision of the principal or designate.

Note: With auto-injectors for anaphylaxis treatment and inhalers for asthmatic treatment, where self-administration has been deemed appropriate, individual students should be able to carry their medication with them at all times. (See Administrative Procedure Anaphylaxis (A-SE-302.3) and Asthma Management (A-SE-302.5).

10. Injections

Non-emergency Injections (e.g: insulin)

The injection of medication in non-emergency situations will be administered only by a health professional or by the parent/guardian or authorized pupil. The injection of medication should be administered in a manner that allows for sensitivity and privacy.

Emergency Injections (e.g: Epinephrine Auto-Injector (EpiPen))

These are administered only when failure to do so would result in a life-threatening situation (i.e., anaphylactic reaction to insect bite/food allergy, severe hypoglycemic reaction). When a student has been diagnosed with a life-threatening allergy, the courts have indicated in particular cases that staff must exercise the degree of care that an ordinary and prudent parent would exercise in relation to their own child.

In the case of emergency Glucagon injections, for severe hypoglycemia, EMS personnel or a trained volunteer would be required to give injection. Records of authorization are to be filed with the Principal.

11. Inhaled Medications

Inhaled medications are used by students with asthma to help control breathing difficulties. Inhaling devices include puffers, aerochambers, powdered inhalers and compressors. An authorization for Administration of Prescription Medication (Appendix 1) is to be completed if students require assistance from Board staff in using these devices.

Students requiring regular inhalation therapy (administration of medication through a mask using a compressor) can be referred to Home and Community Care Support Services to request nursing support.

12. Emergency Medications

In the rare case of a need for emergency rescue medication EMS personnel or a trained volunteer would be required to administer the prescribed medication. Records of Authorization are to be filed with the Principal.

13. Disposal of Medication

The principal will dispose of unused or out-dated medication in a safe and suitable manner as follows:

- request that the parent/guardian pick-up any outdated medication and dispose of it appropriately.
- request that the parent/guardian pick-up any unused medication before the close of school in June.
- if the parent/guardian fails to respond to the school's request to pick-up the medication, the principal should dispose of the medication in a safe and suitable manner (local pharmacies may be of assistance).

A Student Log of Medication Drop Off/ Pick Up has been provided for school use. (Appendix 3)

14. Field Trips

The principal will ensure that these procedures are followed, where appropriate, while students are participating in field trip activities. Principals should refer to the Administrative Procedures for Field Trips and Educational Tours (A-PR-209) for further details on medical data required for out-of-school activities.

15. Sharing of Information

The principal will communicate through school newsletters, at the beginning of the year, that information provided on medical consent forms will be shared with board bus operators. This medical information will be shared in an effort to ensure the health and safety of all students in the event of an emergency.

A sample letter explaining the Board's procedure regarding the Administration of Medication has been included for school use. (Appendix 4)

Implementation Date: June 14, 2000

Revised: February 13, 2002
March 2004
September 2017
April 17, 2023

Reference: Policy and Regulations



AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION

PLEASE TYPE OR PRINT INFORMATION

Name of Student:		Birthdate:			
Address:		Phone:			
School:		Grade:		Teacher:	

Part 1 – Parent’s Request/Authorization

I hereby request and give permission for the administration of the medication prescribed on this form to my child. I understand that I am solely responsible to keep the school advised at all times of any changes in the medication or in the administration of the medication. I will provide the medication in the original container, with an expiry date.

I hereby release the Board, its agents, officers, officials and employees from any and all liability and from any and all actions, causes of actions, claims and demands of any nature arising out of or in any way related to the dispensing of the medication referred to herein by the said Board, its agents, officers, officials or employees.

Signature of Parent Date Signed

Part 2 – Physician’s Statement

The following medication has been prescribed. It is necessary for this medication to be administered during school hours by personnel other than the parent/legal guardian.

Name/Type of Medication:		Reason for Medication:	
Dosage/Amount to be Given:		Frequency/Times to be Administered:	
Duration (Week, Month, Indefinite, etc.):		Anticipated Reaction to Medication (Symptoms, Side Effects, etc.):	
Additional Instructions:			
Expiry Date of Medication:			

I hereby consent to the administration of medication as requested by the parents by school personnel in accordance with the directions I have listed above.

Physician’s Signature Date Signed

Address Phone

Copies to:	Parents Principal	NOTE: This request will be valid until the medication and/or treatment regimen changes. It is the responsibility of parents/guardians to keep the Principal informed of any changes respecting the medication and/or treatment regimen. Where there has been no change in medication or treatment regimen from one school year to the next, a parent/guardian will be required to confirm in writing that there has been no change and that the medical authorization remains valid.
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This information is collected in accordance with the Education Act. Questions concerning the collection and maintenance of this information should be directed to the school Principal. This medical information will be shared with individuals charged with transporting students in an effort to ensure health and safety in the event of an emergency.

SAMPLE LETTER

Dear Parent(s) or Guardian(s):

The Lambton Kent District School Board has developed a comprehensive procedure for the administration of medication. The purpose of this procedure is to ensure that prescription drugs are administered correctly to those students who, as a result of proper physician and parental/guardian authorization, are deemed to require such medication.

The school will not administer non prescription drugs to students at any time.

The school will administer prescribed medication providing all requirements of our procedure are met. This includes a requirement that the medication be administered from the original container as supplied by the pharmacist which shall include:

- name of student
- name of medication
- dosage and the expiry date
- frequency of medication
- method of administration
- foods or medication that could be contra-indicated with the drug
- special instructions for storage
- name of prescribing physician

In addition, written authorization from the parent and physician should include:

- 1) Name of medication
- 2) Dosage
- 3) Frequency and method of administration
- 4) Dates for which the authorization applies - the form is valid until the prescription expires or is altered by the physician, whichever comes first. It is the responsibility of the parent/guardian/student to ensure that a new form is completed when required and returned to the school. Any cost associated with the completion of this medical request is the sole responsibility of the parent/guardian.

Finally, the Board assumes no liability as a result of the implementation of this practice.

Parents or guardians should call their school principal if they have any questions regarding these procedures.