

ADMINISTRATIVE PROCEDURE 314

Administration of Medication and/or Medical Procedures to Students

Staff members are responsible for the safety of students within their care. As part of this responsibility, staff members will administer medications or carry out medical procedures for a student during school hours when these procedures have been prescribed by a licensed health care practitioner. Furthermore, before staff members volunteer to carry out these procedures, they shall be appropriately trained.

The principal shall be responsible to ensure that an appropriate action plan is in place if staff members are not willing to carry out these procedures.

Existing Guidelines – Health Issues Handbook, June 2007

1.0.0 ADMINISTRATION OF MEDICAL PROCEDURES

1.1.0 Any medical procedures, such as administering oral, topical, injectable, inhalable medications, but not limited to these, shall be administered only when requested in writing by a parent or guardian and prescribed by a physician.

2.0.0 INVESTIGATION OF OTHER POSSIBILITIES

2.1.0 Upon request, the principal shall ensure that there is no possibility that the medication and/or procedures can be administered at home rather than at school.

3.0.0 AUTHORIZATION

3.1.0 At the start of each school year, principals shall notify parents that a written request must be filed by them each year to have staff members administer medications and/or medical procedures at the school.

3.2.0 The principal shall obtain signed authorization from the parent and the physician, to provide the service.

3.2.1 The authorization shall specify the medication, the dosage, the frequency and method of administration, dates for which the authorization applies and the possible side effects, if any.

3.3.0 The storage and safe-keeping requirements for any labeled medication must be clearly indicated by the physician on Form 314 A1.

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4.0.0 DESIGNATED PERSONS TO ADMINISTER

4.1.0 No staff member of the board shall be required to administer medication to students or carry out medical procedures on them, with the exception of epinephrine.

4.2.0 The principal shall make appropriate arrangements with the student's teachers or some other staff member willing to administer the medication.

4.3.0 Where possible, at least two alternate persons should be identified and briefed to administer the procedure or medication in the absence of the designated individual. All staff will be trained annually to administer epinephrine.

4.4.0 The principal shall ensure that each staff member who volunteers to perform a medical procedure on a student has been appropriately trained by a health care professional to carry out these duties.

4.5.0 The principal shall ensure that each staff member who administers medication has been appropriately trained to carry out this duty.

4.6.0 Notwithstanding Sections 4.4.0 and 4.5.0, the principal, after notifying the parent or guardian, may seek advice or clarification from an appropriate health care provider or designate before a medical procedure and/or medication is administered.

5.0.0 ABSENCE OF THE DESIGNATED PERSONS

5.1.0 In the event of the absence of the person(s) designated to administer the medication, the parent or guardian shall be informed immediately that medication cannot be administered at the school or on a school approved trip during such absence(s).

6.0.0 TRANSPORTATION OF MEDICATIONS TO AND FROM SCHOOL

6.1.0 The manner of transportation of the medication shall be decided upon at the discretion of the principal and parent or guardian.

7.0.0 FILE OF INSTRUCTIONS

7.1.0 A file of medication instructions and or medical procedures and arrangements, and a log of administration is to be retained in the school office.

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- 7.2.0 Such records shall include the current written request by the parent or guardian and the supervising physician, and the daily records of administration of medication or medical procedures by school personnel. See Forms 314 A1, 314 A2, 314 B1, 314 B2 and 314 C.
- 7.3.0 The record of administration of medications shall include the student's name, date, dosage given, time given, how dosage was given (spoon, syringe, mixed with food, etc.), the signature of the person who gave the medication, a physical description of the drug (liquid, pill, colour, etc.). See Forms 314 B1, 314 B2 and 314 C.
- 7.4.0 The telephone numbers of the parent and physician shall be readily accessible in the school in the ORANGE file (see 7.1.0).
- 8.0.0 ANECDOTAL RECORD
- 8.1.0 For students receiving medication at school, an anecdotal record of change in student's behaviour must be kept at the school.
- 8.1.1 These records shall include significant changes in achievement, social behaviours, and behaviours indicative of possible side effects of the medication. See Form 314 C.
- 8.2.0 All staff members in contact with this student shall be responsible for entries to this record, and be informed of its whereabouts.
- 9.0.0 SECURE LOCATION FOR MEDICATION WITHIN THE SCHOOL
- 9.1.0 All medication is to be kept in an appropriately accessible, visible, and secure location (for example, asthma medication, epinephrine) close to the student. Where developmentally appropriate, a student should wear his/her epi-pen in an appropriate carrier.
- 9.2.0 Medications shall be clearly labeled by the pharmacy.
- 9.2.1 The label shall include the name of the student, the name of the medication, the dosage, the frequency of administration, and foods or medication that are contra-indicated with the drug.
- 9.3.0 Certain medication will require special storage.
- 9.3.1 If these special storage arrangements are not available at the school, the parent or

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guardian, in collaboration with the principal, shall make alternative arrangements for the storage and/or the administration of the medication.

10.0.0 SELF-ADMINISTRATION

10.1.0 At the discretion of the parent and physician, students may be given responsibility for self-administration and security of medication and/or medical procedures at school.

11.0.0 NON-PRESCRIPTIVE MEDICATION

11.1.0 Non-prescriptive medication will not be administered at school unless conditions in Section 1.1.0 and 3.0.0 have been met.

12.0.0 DISPOSAL OF MEDICATION

12.1.0 When the requested duration for the administration of medication is complete (See Form 314 A1) the principal shall request the parent or guardian to retrieve the medication by a specified date.

12.1.1 If the medication is not retrieved by the parent or guardian, the principal shall dispose of the medication in a safe and suitable manner.

13.0.0 MEDICATION ON FIELD TRIPS

13.1.1 The instructions outlined in this procedure shall be followed for students requiring medication while on field trips. See Health Issues Handbook for more information. See Medical Safety Plan.

14.0.0 SUMMER SCHOOL

14.1.0 The instructions outlined in this administrative procedure shall apply to summer schools run by the board with a separate authorization required for summer school.

15.0.0 PRIVACY

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- 15.1.0 Medications or medical procedures shall be administered in a manner which allows for sensitivity and privacy and which encourages the student to take an appropriate level of responsibility for his or her medication or medical procedures.
- 16.0.0 UNANTICIPATED MEDICAL EVENT
- 16.1.0 Nothing in this procedure precludes staff members from taking appropriate actions in emergencies or unforeseen medical circumstances.

Legal References:

Education Act S. 265 (1)(j) Duties of Principal: Care of Pupils
Ontario Regulation 298 S. 20 (e) Duties of Teachers: Close Co-operation with Community
AP 315 (The Safety of Anaphylactic Students)
Health Issues Handbook June 2007
Bill 3, Sabrina's Law

Last reviewed December 2007