

## *Christ the Teacher Catholic Schools*

# ADMINISTRATIVE PROCEDURES

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<b>SECTION:</b>	300 - STUDENTS	<b>CODE:</b>	AP 314
<b>PROCEDURE:</b>	<b>ADMINISTRATION OF MEDICATION TO STUDENTS</b>		

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### **BACKGROUND**

Generally, Division personnel do not administer any form of medication to students. However, the Director recognizes that some students in attendance at schools may require oral and/or injectable prescribed medication on a regular basis or in an emergency situation.

In a desire to provide a safe school environment, the Director has outlined procedures to ensure the safe provision of medications to students by school personnel.

### **PROCEDURES**

1. In order to identify those students that may require school-based administration of medication, the Principal will ensure that parents or guardians identify medical conditions affecting their children. This identification would be completed on the student registration form upon enrollment at school. This identification will be updated annually from the student registration forms. Before any administration of medication is provided, an Administration of Medication Form (Form 314-1) must be completed and on file.

N.B. Under no condition should school staff administer Aspirin, Tylenol, cough syrup or any other over-the-counter, non-prescription drug unless the Administration of Medication Form has been completed by the parent/guardian.

2. The Administration of Medication Form (Form 314-1) shall include the instructions from the student's physician, reason the medication is required, method of administration, possible side effects or consequences of missing a dose or late administration, storage instructions, and the names and telephone numbers of the doctor and pharmacist.
3. The parent(s) or guardian(s) are to submit to the Principal a completed Administration of Medication Authorization Form (Form 314-2) requesting and allowing school personnel to administer medication to their child. The Principal at his or her discretion may approve the request. The approval, if granted by the Principal, shall be required annually.
4. The parent(s) or guardian(s) are to notify the Principal, in writing, when change is required in the administration of medication for their child.
5. After identifying those students who require supervision/assistance in the administration of medication, the Principal, in consultation with school-based staff, will determine a staff member(s) responsible for the administration of medication. All employees of the Board may decline to administer medication without prejudice.

6. The Principal will ensure that:
  - 6.1 The staff member(s) has/have been sufficiently trained with respect to the nature of the medication, the needs of the student(s), and the method of administration. The Principal is authorized to call upon the parents, the public health nurse or other health professionals to assist in the education of the designated staff member(s).
  - 6.2 That medication shall be provided to the Principal in its original container with the physician's direction on the container.
  - 6.3 The pharmacist, in co-operation with the doctor, prepares unit dosages, seals these in a container, and advises the Principal on the correct procedure for administering the medication.
  - 6.4 The medication shall be safely stored in an area that is not accessible to students.
  - 6.5 The medication is clearly marked with the student's name and will be packaged separate from any other student's medication.
  - 6.6 A record sheet will be maintained as to when and by whom the medication was administered. These record sheets will be in an accessible and recognizable file in the Principal's office.
  - 6.7 The medication is administered privately and witnessed by another staff member.
  - 6.8 In the event of an emergency, qualified medical help is to be sought immediately.
7. It is the parent's responsibility to contact the school and work with the staff to ensure that special arrangements are in place to handle emergencies on school excursions.
8. The Principal shall ensure that all personnel receive appropriate training in the administration of medication for emergency situations.
9. Prior to a school excursion the teacher responsible will:
  - 9.1 Communicate to the parent or guardian the extent and nature of the excursion.
  - 9.2 Determine with the parent or guardian the student's level of involvement.
  - 9.3 Develop, in consultation with the parent or guardian and the Principal, an emergency action plan that is specific to the excursion.
10. The procedures outlined here relate specifically to an emergency situation of a severe allergic reaction requiring medical treatment.
  - 10.1 In response to a parent or guardian's identification of those students who may require emergency attention because of a severe allergic reaction, the Principal will:
    - 10.1.1 Require the parent or guardian to provide to the school an ANAKIT\* OR EPIPEN.\*\*
    - 10.1.2 Prepare, in consultation with the parent or guardian, a written action plan(s).
    - 10.1.3 Make all school-based employees aware of the identity of the student(s).

10.1.4 Arrange an in-service for all school-based employees, together with parent(s) and student(s), regarding the written action plan and the administration of the ANAKIT or EPIPEN.

\*ANAKIT Non-prescription injectable anti-spasmodic drug used as an antidote for severe allergic reaction (anaphylaxis)

\*\* EPIPEN Non-prescription automatic injectable anti-spasmodic drug used as an antidote for severe allergic reaction (anaphylaxis)

Reference: Sections 85, 87, 108, 109, 175, 188, 190 Education Act

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