



AP 2-333 – ADMINISTRATION OF MEDICATION

PRESCRIBED MEDICINE

Western School Division acknowledges that some students may require prescribed medication during the school day in order to manage certain physical or medical conditions. The Division also realizes that the administration of medication by the parent or legal guardian of the child is not always possible during the school day.

In such circumstances, the Division will attend to the administration of prescribed medication provided that the parent or legal guardian of the student comply with the procedures as identified in below.

NON-PRESCRIPTION MEDICINE

Families may request that non-prescription medication be administered to their child. This must be done in accordance with the procedural guidelines established for prescribed medication below.

ADMINISTRATION OF PRESCRIBED MEDICINE

School Division staff shall not provide or administer to a student any medicine, prescribed or over-the-counter, without the prior written authorization of the parent or guardian.

Whenever possible, parents or legal guardians should make arrangements with their physician to have medication (prescribed and over the counter) administered outside of school hours.

A. School Personnel Administration of Prescribed Medicine

Procedural Guidelines

Responsibilities of Parent/Legal Guardian

- Parents/guardians shall provide a completed Authorization to Administer Prescribed Medication form (AP 2-334) to the school.
- Parents/guardians shall deliver the child's medication to the school or have it delivered by the pharmacy in the original pharmacy container and in the proper dosage. The provision of an extra pharmacy label to the school is recommended.
- If pills are to be taken in a dosage that is less than one pill, they are to be cut to the appropriate size before coming to school.
- Liquid medication is to be accompanied by a measuring device which will provide the exact dosage.
- Due to the fact any reaction to a new medication usually occurs the first time it is taken, the first dosage of new medication will not be administered at the school.
- Parents/guardians shall notify the school in writing if medication is no longer required.
- Parents/guardians shall complete a new Authorization to Administer Prescribed Medication form (AP 2-334) annually (this does not apply to adrenaline auto-injectors or bronchodilators).
- Parents/guardians shall complete a new Authorization to Administer Prescribed Medication form (AP 2-334) annually or whenever the physician changes the prescription.



- It is highly recommended that oral medications are provided to the school in blister packs.
- Parents/guardians are responsible to keep prescriptions up to date.

Responsibility of Schools

- The school shall ensure Parents/guardians receive a copy of this procedure and the accompanying forms.
- The school shall ensure the appropriate parent/guardian authorization forms are on file.
- Medications shall be administered by the Principal or his/her delegate.
- The medication shall be kept in a locked or limited access storage place within the school.
- The school shall check that the medication carries the official pharmacy label stating the child's name, physician's name, name of the drug, dosage to be administered, and the time of day it is to be given.
- An Administration of Prescribed Medication Record shall be kept for any student to whom medication is being administered at the school. The following information shall be recorded each time the medication is administered:
 - Date and time of administration
 - Identity of person administering medication
 - Relevant comments or observations
- Ensure that all staff designated to administer medication are trained, with a review occurring on a yearly basis, and knowledgeable about this and any related procedures.
- Each staff responsible for medication administration shall:
 - Wash their hands
 - Prepare supplies
 - Insure they have:
 - a) The right medication
 - b) The right student
 - c) The right dose
 - d) The right time
 - e) The right methodIn each and every administration.
- Medication that is discontinued or has expired shall be returned to the parent/guardian.

B. Administration of Urgently Required Medications

Medications that may be required urgently shall not be stored in a locked location and shall be carried at all times on the person of the student requiring the medication or the adult responsible for administering the medication.

Procedural Guidelines

Responsibilities of Parent/Legal Guardian



- Parent/guardian shall provide a completed Authorization to Administer Prescribed Medication form (AP 2-334) to the school.
- Parent/guardian shall supply an adrenaline auto-injector, bronchodilator or other urgently required medication to the school office.
- Parent/guardians shall ensure that their child is trained in the use of the adrenaline auto-injector, bronchodilator or other urgently required medication.
- Parents/guardians are responsible to keep prescriptions up to date.

Responsibility of Schools

- An Individual Health Care Plan, including an Emergency Response component, must be completed for each student with a bronchodilator, adrenaline auto-injector, or other urgently required medication if the situation is considered to be life threatening.
- When an adrenaline auto-injector is used, an ambulance is to be called immediately and the student transported to hospital.
- Schools shall notify parents if a medication has expired and needs to be replaced.
- Principals shall ensure that group training provided by a health care professional occurs annually with school personnel.

C. Self-Administration of Prescribed Medication

Procedural Guidelines

In situations where the student:

- Has a chronic medical condition which requires medication on a regular basis or for emergency situations; and
- Is able to safely, competently, and consistently manage his/her own medication administration.
 1. The parent/guardian will notify the school of the student's medical condition and will complete the Authorization to Self-Administer Prescribed Medication form (AP 2-336) and submit it to the principal of the school.
 2. Medication for the student must be brought to school in a container that clearly indicates the name of the student and the medication.
 3. Only the required daily dosage should be brought to school.
 4. Parents/guardians will be required to bring and store controlled substances and narcotic medications (e.g. Ritalin, Codeine, etc.) in the office.

Adopted: **October 2017**

Revised: **October 2019**