



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.



- c) Provide a completed Authorization to Administer Medication form (AP 2-334) to the school.
- d) Ensure their child has and wears a medical identification bracelet.
- e) Submit all necessary documentation as required.
- f) Provide the school with adrenaline auto-injectors (pre-expiry date).
- g) Ensure that auto-injectors are taken on field trips.
- h) Participate in the development of a written Individual Health Care Plan for their child, updated annually.
- i) In the case of food allergens, be willing to provide safe foods for their child for special occasions.
- j) Provide support to the school and staff as required.
- k) Teach their child: (developmentally appropriate)
 - i) to recognize the first signs of an anaphylactic reaction;
 - ii) to know where their medication is kept and who can get it;
 - iii) to communicate clearly when he or she feels a reaction starting;
 - iv) to carry his/her own auto-injector on their person (e.g. fanny pack);
 - v) not to share snacks, lunch or drinks (in the case of food allergens);
 - vi) to understand the importance of hand washing; and
 - vii) to cope with teasing and being left out;

4. Responsibilities of the School (Principal and Support Personnel):

- a) Submit a URIS Application form to URIS (Unified Referral and Intake System.)
- b) Identify a contact person to liaise with the contracted health care professional, if other than him/herself.
- c) Develop and assist with the implementation of procedures for reducing risk in the school.
- d) Ensure that the parents of an anaphylactic child are aware of relevant board and school procedures.
- e) Work as closely as possible with the parents/guardians of the child with known risk of anaphylaxis.
- f) Ensure the parents/guardians have completed all the necessary forms and that they are on file.
- g) Ensure the instructions from the child's physician are on file.
- h) Maintain up-to-date emergency contacts and telephone numbers.
- i) Ensure all staff (and possibly volunteers) have received instruction in the use of the auto-injector.
- j) Ensure staff, including substitute teachers and bus drivers, are informed of the presence of a child with known risk of anaphylaxis, and that appropriate support/response is available should an emergency occur.
- k) Inform parents/guardians that a child with a life-threatening allergy is in direct contact with their child, and ask for their support and co-operation (with parent approval).



- l) Arrange an annual in-service through the RHA URIS Nurse to train staff and monitor personnel involved with the child with life-threatening allergies.
- m) Ensure a Standard Health Care Plan, which includes an Emergency Response Plan, is completed and reviewed annually for each child with a life-threatening allergy.
- n) If not developmentally appropriate for the child to carry an auto-injector, ensure that it is carried by an adult responsible for administering the medication.
- o) Ensure safe procedures are developed for field trips and extra-curricular activities.

5. Responsibilities of the Classroom Teacher:

- a) Discuss anaphylaxis with the class in age appropriate terms
- b) In the case of food related anaphylaxis, inform students of the danger of sharing lunches or snacks
- c) Choose allergen-free foods for classroom events
- d) Encourage all children to wash hands before and after eating
- e) Facilitate communication with other parents
- f) Follow the school plan for reducing risk in classroom and common areas
- g) Leave information and a photo of the anaphylactic child in an organized, prominent place and accessible format for substitute teachers
- h) Ensure auto-injectors are taken on field trips

6. Responsibilities of Bus Drivers:

- a) Attend in-service sessions provided by the school division to receive training in the use of an auto-injector (epi-pen)
- b) Be aware of emergency response procedures
- c) Carry a copy of the emergency alert form on the school bus in a safe place
- d) Ensure than an auto-injector is available and accessible when the student is on the bus