

ADMINISTERING MEDICATIONS TO STUDENTS

Background

The Division believes that all students, regardless of any medical conditions, should have the right of admission to educational programs.

The doctrine of *in loco parentis* also requires that employees take any action which is supportive of the student's physical well-being, while still recognizing the limitations to their ability to provide direct assistance, and that they not proceed beyond such limits.

Procedures

1. At the beginning of each school year, or when a student enrolls in a school operated by the Livingstone Range School Division, Principals shall make every effort to obtain from parents:
 - a. a statement of the child's health, including susceptibility to particular illnesses, allergies or reactions;
 - b. a record of the name, address and telephone number of the parent(s)/legal guardian(s) including, where applicable, similar data relative to the parent's place of employment;
 - c. a record of the name, address and telephone number of the family physician.
2. A list of names of all students who may need emergency medical attention shall be distributed to all staff members. Such a list should include a notation as to symptoms, possible reactions, information on where medication is stored, and appropriate responses. This should also be made available to substitute teachers.
3. If a parent wishes such information to remain confidential, available only to the Principal and counsellor, this request should be made in writing.
4. Medical treatment of students, including the administration of medication, should be limited to medication that is required on a long-term basis, and which can be administered by a designated employee who has received the consent of the parent of the child with the medical condition.
5. Before a student is given physician-prescribed medication or medical treatment during the school day or during school sponsored extra-curricular or co-curricular activities, the Principal shall:
 - a. obtain a written request from the parent(s)/legal guardian(s) for the school to provide for the administration of medication and/or carry out other medical procedures.
 - b. ensure that the medication is in the original container and is up-to-date;
 - c. obtain from the parent/legal guardian a signed statement from the child's physician outlining:

- i. the medication schedule, dosage and duration;
 - ii. the kind of supervision required to administer it;
 - iii. the student's ability to self-administer;
 - iv. effects of failure to take medication;
 - v. storage instructions (including need for security);
 - vi. the nature of the care required (including equipment required and schedules);
 - vii. procedures required in the event of an emergency;
 - viii. training required for care givers.
 - d. inform the public health nurse when considered necessary.
 - e. obtain a statement from the parent(s)/legal guardian(s) signifying that they are aware that:
 - i. those employees responsible for administering medication or carrying out medical procedures have no special training or have limited training;
 - ii. as safe an environment as possible will be provided both at school and during the time when the student is being transported, but that the level of supervision is limited by the expertise of the supervisors and the availability of supervisory staff;
 - f. and agreeing to save harmless and indemnify the board with respect to damage, costs and liability.
- 6. Where an employee has been assigned responsibility to administer medication to, or provide treatment for a student, the Principal shall maintain a record of medication administration and medical treatment provided.
- 7. In those instances where a student is deemed by the physician to be capable of self-administration, the designated employee shall:
 - a. monitor the student's compliance with the schedule;
 - b. provide such security for the medication as is deemed appropriate by the physician and the Principal;
 - c. complete the record form, noting the action taken in accordance with the prescribed schedule.
- 8. In those instances where the student is deemed by the physician to be incapable of self-administration, the designated employee shall:
 - a. receive instruction in the correct means of administration from the physician or his designate.
 - b. administer the medication in accordance with the schedule established by the physician.
 - c. provide such security for the medication as is deemed appropriate by the physician and the principal.
 - d. complete the record form, noting the action taken in accordance with the prescribed schedule.

9. It shall be the responsibility of the parent to advise the Principal, in writing, of any change in the medication schedule.
10. If a change in schedule is required, a new schedule shall be prepared, and the old schedule is to be retained with the advice of need for change appended.
11. Administration of medication shall be limited to such period as established by the physician.
12. At the end of each school year, the Principal shall ensure that the medication is either picked up by the parent, or safely disposed of.
13. Medication of a non-prescriptive nature shall generally not be distributed to any student without compliance with the above regulations.

December, 2003

Updates: July 2012, August 2013, January 2020

References

Section 3,7,11,33,52,53,196,197,222 Education Act

Forms

[Administer Meds to Student/Release Form](#)