

Section:	School Administration	
Title:	Administering Medication to Students	3.14.1

Purpose

To establish procedures for safely administering prescribed and emergency medication to students during regular school hours.

Physician Prescribed Medication

Parents or guardians have primary responsibility for supervising the safe administration of medication to their children.

Administrative officers should assume responsibility for the supervision of the administration (or the self-administration) of medications to students during school hours only if the following conditions are met:

- The medication is required in order for the student to attend school regularly and benefit from instruction.
- The medication is required while the child is attending school.
- The parents/guardians have formally requested (in writing) the school's assistance in administering medication to their child and have had their physician complete the [Request for Administration of Medication at School](#) form.

Parents/guardians must renew the [Request for Administration of Medication at School](#) form annually or whenever there is a change in treatment, whichever comes first.

Parents/guardians are responsible for ensuring schools have current and up-to-date information for the administration of medication to their child.

Where the administrative officer has assumed the responsibility for the supervision of the administration (or the self-administration) of medications to students during school hours, medications shall be provided to the school by the parents/guardians in a container (i.e. bubble packed) appropriately labeled by the physician or pharmacist.

All medications in the keeping of the administrative officer or designate shall be stored in a safe and secure place.

A record of all medication administered and the procedure for administering the medication shall be stored with the medication.

The 'Medical Alert' section of Form 1704, Permanent Student Record, must be completed whenever there is a medical alert condition.

A [School Log for Administration of Medication to Students](#) must be kept with the medication which will show the date and time of each administration and initialed by the person who administered the medication.

The administrative officer may refuse to supervise medication administration (or self-administration) if proper instructions are not provided.

Emergency Situations

In emergency situations, every employee has a duty to render assistance to a student, including the administering of medication where necessary.

It is the responsibility of the parents/guardians with 'Medical Alert' children (anaphylactic, diabetic, epileptic, etc) to identify their children to the school administration and provide information regarding triggers, treatment, changes in condition, etc.

The [Request for Administration of Medication at School](#) form must be completed for students who have a Medical Alert condition, which outlines the physician-prescribed treatment protocol. Parents/guardians must renew this form annually or whenever there is a change in treatment, whichever comes first.

Parents/guardians must ensure the school has sufficient and appropriate medication to respond to their child's "medical" emergency.

Date Adopted: February 2000

Date Amended: December 2022

To be amended (formerly Administrative Procedure #100)

Definition:

- *Prescription medication is medication that is ordered or recommended by a physician and is to be taken on a regular basis.*
- *Emergency (Medical Alert) medication is medication that is ordered or recommended by a physician and is to be taken in life-threatening or extreme emergencies (for example: diabetes, epilepsy, allergies that produce an anaphylactic response, blood clotting disorders or serious heart disorders).*