



The Board of PRSD recognizes that students attending schools may require medication for the medical management of chronic diseases and illnesses.

It is the policy of PRSD that, under normal circumstances, medication prescribed to students should be dispensed before and/or after school hours under the supervision of the parent(s)/guardian(s).

The Board considers it to be the responsibility of the parent(s)/guardian(s) to make arrangements to eliminate the need for school personnel being involved.

**Exception to the Above Policy Statement:**

If, in the opinion of a practising physician, a particular student requires medication in order to attend school, and that medication, by necessity, must be taken during school hours, PRSD approves the procedures contained within which must be implemented by the principal.

Medications not meeting the conditions of this policy presented to a school cannot be administered by Divisional staff. The parent(s)/guardian(s) retain full responsibility for administering the medication.

**1. Self-Administration of Prescribed Medication [Prescription or Over-the-Counter (OTC) in Pill or Liquid Form]**

In circumstances in which a student:

- (a) has a chronic medical condition which requires medication on a regular basis or for emergency situations and,
- (b) is able to safely, competently and consistently manage his/her own medication administration:
  - i.) The parent(s)/guardian(s) will notify the school of the student's medical condition and will complete the Parent(s)/Guardian(s) Authorization for Self-Administration of Prescribed Medication and submit it to the school administrator.
  - ii.) Medications must be delivered to the school by the parent(s)/guardian(s) or designated adult in a pharmacy labeled container (i.e. medical bottle, tube, inhaler) which identifies clearly the:
    - name of the student
    - name of the medication
    - dosage
    - frequency and method of administration
    - name of the prescribing physician
    - name of the pharmacy
    - date the prescription was filled

\* If requested, pharmacies will provide two original pharmacy labeled containers. One container may be used exclusively in the school setting. This approach is recommended.



iii.) Medication shall be sent to the school in the proper dosage.

- If pills are to be taken in a dosage that is less than one pill, they must be cut to the appropriate size before being delivered to the school.
- Liquid medication should be brought to school accompanied by a measuring device which should provide the exact dosage.

iv.) Refer to Storage of Medicines and Safety Guidelines

## **2. Administration of Prescribed Medication (Prescription or Over-the-Counter) by School Personnel**

Whenever possible, parent(s)/guardian(s) are encouraged to make arrangements with their physician to have all medications (Prescription or Over-the-Counter) administered outside of school hours.

When it is necessary for a student to take medication during school hours, it shall be in accordance with the following procedures which shall be implemented by the principal:

- (a) Authorization for the Administration of Prescribed Medication shall be completed by the parent(s)/guardian(s).
- (b) The first dosage of new medication should not be administered at school and should prove to be well tolerated prior to coming to school.
- (c) Medications must be delivered to the school by the parent(s)/guardian(s) or designated adult in a pharmacy labeled container (i.e. medical bottle, tube, inhaler) which identifies clearly the:
  - name of the student
  - name of the medication
  - dosage
  - frequency and method of administration
  - name of the prescribing physician
  - name of the pharmacy
  - date the prescription was filled

\* If requested, pharmacies will provide two original pharmacy labeled containers. One container may be used exclusively in the school setting. This approach is recommended.

(d) Medication shall be sent to the school in the proper dosage.

- If pills are to be taken in a dosage that is less than one pill, they must be cut to the appropriate size before being delivered to the school.
- Liquid medication should be brought to school accompanied by a measuring device which should provide the exact dosage.



- (e) Ideally, at least a one month supply of medication should be provided to the school when medication is to be given over an extended period of time.
- (f) Administration of Prescribed Medication Record is to be completed by the identified staff or alternate who is responsible for administering the medication to the student.
- (g) Refer to Storage of Medicines and Safety Guidelines

### **3. Parent(s)/Guardian(s) Responsibilities**

The parent(s)/guardian(s) is to make every effort to make arrangements with the student's physician to have medication taken at home. When this is not possible parents/guardians are responsible for:

- (a) Completing: Authorization for the Administration of Prescribed Medication.
- (b) Ensuring that the first dose was administered and well tolerated prior to coming to school.
- (c) Medications must be delivered to the school by the parent(s)/guardian(s) or designated adult in a pharmacy labeled container (i.e. medical bottle, tube, inhaler) which identifies clearly the:
  - name of the student
  - name of the medication
  - dosage
  - frequency and method of administration
  - name of the prescribing physician
  - name of the pharmacy
  - date the prescription was filled

\* If requested, pharmacies will provide two original pharmacy labeled containers. One container may be used exclusively in the school setting. This approach is recommended.

- (d) Sharing accurate information regarding medication and notifying the school in writing of any changes in dosage or time of administration of medication. Failure to do so could result in instances of unsuccessful administration.
- (e) Medication shall be sent to the school in the proper dosage.
  - If pills are to be taken in a dosage that is less than one pill, they must be cut to the appropriate size before being delivered to the school.
  - Liquid medication should be brought to school accompanied by a measuring device which should provide the exact dosage.
- (f) Ideally, at least a one month supply of medication should be provided to the school when medication is to be given over an extended period of time.



- (g) Ensuring that their child has been made aware of their responsibility to report at the designated time and location in order for their medication to be administered.
- (h) Picking up unused medication at the end of the school year.

#### **4. School Responsibilities**

The principal is responsible for establishing a system for meeting the health care needs within their school which include:

- (a) Ensuring that all staff is knowledgeable about this policy and its procedures.
- (b) Providing parent(s)/guardian(s) or student with the relevant form, ensure accurate completion of:
  - Authorization for the Self-Administration of Prescribed Medication
- OR
- Authorization for the Administration of Prescribed Medication
- (c) Ensuring accurate completion of: Administration of Prescribed Medication Record
- (d) Identifying the appropriate staff person to facilitate administration of medication and review: Procedures of Routine Practice
- (e) Ensuring Storage of Medicines and Safety Guidelines is followed
- (f) Ensuring the safe removal of the prescription or over the counter medication at the end of the school year.

#### **5. Storage of Medicines and Safety Guidelines**

Storage and safety are important concerns when medication is administered in school settings.

##### **Storage – Guidelines for Medications Administered in School Settings**

- (a) Stored in a locked location unless it is in the care and control of the personnel responsible for administering medications. A locked location may be a cabinet, cupboard, drawer, steel box or other similar arrangement.
- (b) The key to the locked location shall be in the care and control of the person(s) responsible for administering the medications.
- (c) The key to the locked location shall remain on the premises of the school setting at all times.
- (d) A spare key to the locked location shall be reasonably available.
- (e) All staff/designates who administer medication in the school setting during the normal course of their duties shall be made aware of the location of the spare key.

If a medication requires refrigeration, the locked location shall be within a refrigerator.

Medications shall be stored separately and apart from any other material, supplies, or objects in the locked location.

- (f) Medications for more than one student may be stored in one locked location. Each medication shall be separated by a clear physical means such as, metal partitions, sealable plastic jars or boxes, individual plastic



zipper bags or appropriate equivalent. Each physical separation shall be clearly labeled with the student's name.

- (g) Medication that may be required urgently shall not be stored in a locked location. Such medication shall be carried at all times on the student or adult responsible to administer the medication. Such medication includes, but is not limited to: (a) inhalers; (b) injectable adrenalin ("Adrenaline auto-injector (EPI-PEN)" or equivalent).

**Safety**

Appropriate records and administration procedures shall be implemented.

- (a) The staff identified to administer medication shall be trained with a review of procedure occurring on a yearly basis.

- (b) Each staff responsible for medication administration shall be fully aware of:

- specific details of medication administration for a student
- location of the spare key to the locked storage location
- location of form Administration of Prescribed Medication
- emergency procedures relevant to the medication and student.

- (c) To prepare for administration of medication, all staff shall:

- wash their hands
- prepare supplies (e.g. measuring devices, installation appliances, etc.)
- assure themselves of:
  - i.) the right medication
  - ii.) the right student
  - iii.) the right dose
  - iv.) the right time
  - v.) the right method

in each and every administration.

- (d) The staff administering the medication shall read the label three times:

- when removing the medication from the locked storage location
- before the medication is removed from its container
- after the medication is removed from its container but before it is administered to the student.

- (e) Complete: Administration of Prescribed Medication Record immediately following each administration. Medication shall not be signed as given until complete.



- (f) Medications should be returned to the locked storage location immediately.
- (g) Staff administering the medication should clean/wash any supplies, devices, or appliances used in the administration, as well as their hands.

## **6. Error in Medication Administration**

At times, the administration of medication may be unsuccessful. The most common reason for an unsuccessful administration is refusal by the student.

- (a) Some instances where administration of medication is unsuccessful or there is an error in medication administration include:
  - refusal by the student
  - failure to administer medication
  - overmedication
  - incorrect medication
  - miscommunication between home/school.
- (b) Parent(s)/guardian(s) shall be contacted and informed of the error in medication administration.
- (c) Determine a course of action in consultation with the parent(s)/guardian(s) which may include:
  - contacting the student's physician
  - have the parent(s)/guardian(s) take the student home
  - take the student to the hospital, or
  - other appropriate course of action.
- (d) If the parent(s)/guardian(s) cannot be contacted, the student's emergency contact and/or Poison Control Centre or dispensing pharmacist or physician shall be contacted.

## **7. Field Trips**

Children who require medication administered while attending a school may accompany other students on a field trip. For such students, each field trip should be planned in consultation with their parent(s)/guardian(s).

N.B. There may be instances where medical services/emergency response cannot be provided in a timely and appropriate manner. In these individual cases, the school team and/or the parent(s)/guardian(s) may choose not to have the student participate in the field trip.

This medication administration policy may be adapted to permit students with medication administration needs to be included on a field trip

In general, consideration should be given to:

- (a) Necessity - if it is not necessary to administer a medication during a field trip, it shall not be administered.



- (b) Care and control – except for inhalers and auto-injectors (EPI-PEN) (which need to be on the student at all times), medication shall be in the care and control of a responsible adult.
- (c) Authorization for the Administration of Prescribed Medication form should be carried by the person responsible to administer the medication.
- (d) Administration of Prescribed Medication Record the Record should be completed by the person responsible for administering the medication during the field trip.
- (e) Emergency communication - there should be reasonable and appropriate access to a telephone, cellular telephone, or radio communication during a field trip.
- (f) Emergency medical response - must be determined and considered reasonable by the parent(s)/guardian(s) and administrator in consultation with physician if requested.

**8. Expiration and Disposal**

- (a) Medications have a finite usable period of effectiveness. The parent(s)/guardian(s) will be responsible for replacing expired medication, as well as for the removal and disposal of expired medication.
- (b) Disposal of expired medication should occur through medically and environmentally appropriate channels (i.e. turned over to pharmacies).