

327 ADMINISTRATION OF MEDICATION

Beliefs

It is recognized that situations may arise from time to time that may require one or more staff members to administer medication to a student in order to preserve the life and welfare of the student. In situations relating to the medical treatment of students, the Commission recognizes that its staff members are subject to the responsibilities and limitations inherent in the common law doctrine of 'in loco parentis'.

Procedures

1. These procedures apply to short-term and long-term medication administration and/or monitoring, as well as emergency medications that are prescribed by a physician.
2. Schools will not administer over-the-counter (non-prescription) or herbal medications, unless approved in accordance with the terms of this administrative procedure.
3. Principals:
 - 3.1. Shall make every effort to obtain a statement regarding each student's health, allergies, reactions, and/or other pertinent information from the parent(s)/guardian(s) at the beginning of each school year.
 - 3.2. Shall ensure that all school based staff and bus drivers are aware of the medical needs of all students in the school.
 - 3.3. Are responsible for communicating with parent(s)/guardian(s), assigning responsibility for tasks, and ensuring adequate planning and measures are in place to address student needs with respect to the administration of medication to students in accordance with this procedure.
4. Parent(s)/guardian(s) shall:
 - 4.1. Provide the school with complete information relative to the administration of any prescription medication to the student.
 - 4.2. Ensure that all persons administering medication to the student are fully in-serviced.
 - 4.3. Be responsible for advising the Principal, in writing, immediately of any change in the medical condition, or medication if applicable.
5. When a student must receive medication prescribed by a physician during the school day or during school activities, the following criteria will be followed:
 - 5.1. The Principal shall:
 - 5.1.1. Be responsible for contacting the Inclusive Services Coordinator to facilitate a medical support meeting.

- 5.1.2. Ensure parent(s)/guardian(s) complete **Form 327-1: Authorization for Administering Medication** on an annual basis prior to the administration of medication to any students by school staff and when provided with updated medical information by parents/guardians.
 - 5.1.3. Ensure that the administration of prescribed medication be administered in accordance with the schedule established by the prescribing medical practitioner and that all guidelines on **Form 327-1: Authorization for Administering Medication** are followed.
 - 5.1.4. Ensure that medication is stored in a secure location and that the medication administration instructions, including emergency contact information, are readily accessible.
 - 5.1.5. Assign one staff member and an alternative staff member responsibility to provide for the administration of, and when necessary, the storage and security of the medication. This staff member is responsible to maintain **Form 327-2: Medication Administration Record** each time the medication is administered.
 - 5.1.6. Contact the parent/guardian at the end of each school year to pick up any unused medication. Medication will not be sent home with the student.
- 5.2. The Parent(s)/guardian(s) shall:
- 5.2.1. Sign an agreement each year (**Form 327:1 - Authorization for Administering Medication**)
 - 5.2.2. Provide the prescribed medication to the school in the original container provided by the pharmacy.
 - 5.2.3. Pick up any unused medication.
 - 5.2.3.1. All medication that is not picked up by the parent/guardian by the last operational day of the school year, in which the medication was supplied to the school, will be destroyed or discarded.
 - 5.2.3.2. School, school staff, or MESC will incur no responsibility or expense relative to the costs associated with replacing the medication once it has been discarded.
6. MESC shall ensure a minimum of one epinephrine auto-injector is onsite at each school and readily available.
- 6.1. Even if not preauthorized to do so, in accordance with this procedure, an employee may administer an epinephrine auto-injector for the treatment
7. No staff member is to administer any prescription or non-prescription medication to any student unless the above conditions have been met.

Reference:
MESC Inclusive Services Handbook