

# ROLLING RIVER SCHOOL DIVISION POLICY

## Administering Medication to Students

JHCD/P

The Board recognizes that in special circumstances, some children may require medication during the school day to enable them to attend school. The administration of medication in school must be a necessary administration; that is, it must be necessary for the health of the child. If a medication does not have to be administered in a school, then the administration should not occur.

Schools should seek the cooperation of families and health care professionals in establishing medication schedules that do not require administration during school hours.

This policy is intended to provide guidance to schools that may be required to administer medication to students during school hours. The following conditions will ensure the safety and well-being of the child.

1. This policy applies to all prescribed medication as well as patent or over-the-counter (OTC) medication. Parents are responsible to deliver the medication to the school. The medication administration policy includes children who, by reason of age, maturation, or physical or cognitive ability are not able to manage their own medication administration.
2. In circumstances in which a child is able to safely, competently and consistently manage his or her own medication administration, that child may be considered exempt from this policy.
3. Prior to the administration of prescribed or OTC medication by a school employee, the parent or guardian who has care and custody of the child must provide a signed authorization permitting the school to administer the medication. If parents or guardians have separate but joint care and custody of the child, then both parents must sign the authorization form.
4. The following information must be provided on the approved authorization form:
  - name of child; date of birth; MHSC #; principle address and home telephone number;
  - name(s) of parent(s)/guardians(s); principle address; work telephone number and home telephone number;
  - name of prescribing physician; office address and telephone number;
  - name of dispensing pharmacy; address and telephone number;
  - name(s) of medication(s);
  - dosage and method of administration;
  - time of administration during child's attendance in the school;
  - start date of medication;
  - stop date of medication;
  - confirmation that first dose was administered at home or hospital;
  - statement that the first dose was well-tolerated by the child;
  - storage requirements;
  - description of side effects;
  - response to side effects;
  - medication must be in original pharmacy labelled container.

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5. The first dose of any medication shall be administered at home or hospital. Schools shall not administer the first dose of any medication. Parents/Guardians are responsible to ensure that the first dosage of the medication is well tolerated by the child before requesting that the medication be administered by the school.

6. Medication shall be provided in the original pharmacy labeled container which clearly identifies:

- name of child;
- name of prescribing physician;
- name of the medication;
- dose;
- frequency;
- name of pharmacy;
- date the prescription was filled.

The label must be on the container itself, or the prescription label must be verified by a staff member (e.g. inhaler box has prescription label but not inhaler itself). Medication not meeting these conditions cannot be administered by an employee of the school division.

7. This policy must be reviewed with all staff at the beginning of each school year and all new staff, as well as substitute teachers during the school year.

The policy review must include the following:

- who is on medication and the severity of their condition;
- procedures to be followed in an emergency;
- who will administer medication;
- where medication is kept;
- where medical information is kept for substitute teachers.

8. In cases where this policy conflicts with “Students with Known Risk of Anaphylaxis/Life Threatening Allergies” policy (JHCA/P), the latter shall take precedence for students diagnosed with anaphylaxis.

### Index

### Regulation

**Other RRSD Policy Reference:** Policy JHCA - Students with Known Risk of Anaphylaxis/Life Threatening Allergies

**Date Adopted:** March 20, 1997

**Date Revised:** June 2, 2005

**Date Revised:** March 9, 2006

**Date Revised:** September 8, 2010

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### Guidelines

1. Medication will be kept in a central location that is not normally accessible to students.
2. Medication will be administered by the principal or his/her designate who will also be responsible for keeping a medication administration record which will include:
  - date and time of administration;
  - name of person giving medication.
3. Medication may be administered in schools by a non-health care professional according to the following:
  - oral route requiring measurement (i.e. tablets/capsules, liquid);
  - instillation (i.e. eye drops);
  - topical (i.e. ointment);
  - inhalation (i.e. bronchodilators);
  - administration of injectable adrenalin (e.g. epipen).
4. To prepare for administration of medication, each person shall assure themselves of:
  - the right medication;
  - the right child;
  - the right dose;
  - the right time;
  - the right method.
5. Children who require medication administered during school hours may accompany other children on a field trip. Provisions should be made for access to a telephone, cell phone, or radio communication in case of an emergency. Whether on a field trip or traveling to another school program by bus; those students who have severe medical conditions that may require emergency treatment must be made known to bus drivers and all other personnel who may come into contact with the students.
6. All unused medications are to be picked up by the parent on or before June 30. Any medication remaining after this point shall be disposed of by a pharmacist.

### Duty to Provide Medication

With respect to the administration of medication, teachers may be legally assigned to this duty. The Board will determine whether this duty is fair and reasonable by considering the following:

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## Administering Medication to Students - continued

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- the availability of others to administer the medication;
- the number of students requiring medication;
- the degree to which administration and record-keeping interferes with an employee's other obligations;
- when and where the medication is to be administered;
- the method for administering the medication;
- the training, if any, required to administer the medication;
- the care, if any, required by a pupil immediately after receiving the medication;
- the risks, if any, to a pupil should an error be made in the dosage and timing of the medication;
- the statutory or contractual protections in place for employees should they be sued for harm allegedly inflicted by them on pupils;
- employees will not administer medication by intrusive means unless an emergency situation requires them to intervene i.e. epipen/anakit for anaphylactic shock. Teachers who stand in loco parentis have a positive duty to intervene during a student medical emergency situation. They should do whatever a prudent parent would do under the circumstances and exercise reasonable care in so doing.

### **Index Policy**

**Other RRSD Policy Reference:** Policy JHCA - Students with Known Risk of Anaphylaxis/Life Threatening Allergies

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## ROLLING RIVER SCHOOL DIVISION PARENT'S REQUEST TO GIVE MEDICATION TO A PUPIL

DATE \_\_\_\_\_ 20 \_\_\_\_\_

PUPIL'S NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

PUPIL'S ADDRESS: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

I / We acknowledge that the employees of Rolling River School Division are not medical people and have not been formally trained in administering medication, and that Rolling River School Division, the school, and the staff accept no liability for providing this service. I/We hereby release and forever discharge, and undertake and agree to indemnify and save harmless, Rolling River School Division and its employees of and from any and all claims of any kind whatsoever arising out of the administering of medication.

I hereby request and authorize that my child be given medication prescribed by our doctor or over-the-counter (OTC) medication. Such medication is to be given by the principal or his/her designate.

This authorization is considered to be valid until June 30 following this date, unless withdrawn by the parent. All unused medications are to be picked up on or before June 30. Any medication remaining after this point will be taken to the local pharmacy for disposal.

\_\_\_\_\_

\_\_\_\_\_  
Signature(s) of Parent/Guardian

PLEASE RETURN TO: \_\_\_\_\_

***\*NOTE - All information on the reverse is to be completed by parent/guardian.***

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1. *Name of child; date of birth; MHSC #; principle address and home telephone number:*  
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2. *Name(s) of parent(s)/guardians(s); principle address; work telephone number and home telephone number:* \_\_\_\_\_  
\_\_\_\_\_  
*Name of prescribing physician; office address and telephone number:* \_\_\_\_\_  
\_\_\_\_\_
4. *Name of dispensing pharmacy; address and telephone number:* \_\_\_\_\_  
\_\_\_\_\_
5. *Name(s) of medication(s):* \_\_\_\_\_  
\_\_\_\_\_
6. *Dosage and method of administration:* \_\_\_\_\_  
\_\_\_\_\_
7. *Time of administration during child's attendance in the school:* \_\_\_\_\_  
\_\_\_\_\_
8. *Start date of medication:* \_\_\_\_\_
9. *Stop date of medication (if applicable):* \_\_\_\_\_
10. *Confirmation that first dose was administered at home or hospital:* \_\_\_\_\_
11. *Statement that the first dose was well-tolerated by the child:* \_\_\_\_\_
12. *Storage requirements, if any:* \_\_\_\_\_
13. *Description of side effects:* \_\_\_\_\_
14. *Response to side effects:* \_\_\_\_\_
15. **Medication must be in original pharmacy labeled container.**