



5.13 Administering Medicine to Students

5. Students - Administrative Procedure Manual

The Division personnel will attend to the administration of the prescribed and non-prescribed medication provided that all the prerequisites are met.

Personnel will administer prescribed and non-prescribed medicine as outlined in the procedures and responsibilities. Pine Creek School Division acknowledges the fact that certain students may require prescribed medication during the school day in order to manage certain medical or physical conditions, which would otherwise interfere significantly with their academic functioning. Non - prescription medication is not to be administered at the school unless a signed parental permission slip is on file. The Division personnel will attend to the administration of the prescribed and non-prescribed medication provided that all the prerequisites are met.

Guidelines:

1. Parents/legal guardians shall provide the school with an "Administration of Prescribed Medication" form, see Appendix A, which includes:
 - a) parent/legal guardians request with signature approving the administration of the medication.
 - b) an outline of the method of delivering the medication to the school.
 - c) physician's statement identifying the prescription, recommended dosage, frequency and method of administration
 - d) physician's description of the intended effect of the prescribed medication.
 - e) physician's signature
2. It is the responsibility of the parent/guardian to see that the medication is delivered safely to the school. Medication is to be in blister packs, where available.
3. The Division personnel will attend to the administration of the prescribed and non-prescribed medication provided that all the prerequisites are met.
4. Parents/legal guardians shall notify the school immediately and follow up in writing if the medication is no longer required.
5. Parents/legal guardians shall complete a new "Administration of Prescribed Medication" form each year and whenever the physician changes the prescription.

Responsibility of the School

1. The school shall designate a specified locked/or limited access storage space within the school to store the medication.
2. A specified staff member shall be designated by the Principal to administer the medication to the student on a regular basis.
3. The school shall ensure that there is a copy of the "Administration of Prescribed Medication" form in the student's cumulative file and a copy readily available for immediate reference by the individual designated to administer the medication.
4. The school shall ensure that the medication container carries the official label from the pharmacy stating child's name, physician's name, name of the drug, the dosage to be administered and the time of day it is to be administered.
5. The school may refuse to administer prescribed medication to any child whose parent or legal guardian has not fully completed the "Administration of Prescribed Medication" form.
6. An individual medication form shall be kept for all students to whom medication is being administered at the school. The following information shall be recorded each time medication is administered:
 - a. date and time of administration

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- b. identity of the person administering the medication
 - c. any relevant comments or observations
7. If the designated person is not available to administer the medication, the Principal or someone who has full knowledge of the facts shall administer the medication, and complete the required documentation.
 8. If the student will not take the prescribed medication the Principal is to be informed. He or she is to immediately contact and inform the parent or guardian. If they are not available the physician should be contacted if the school deems it necessary.
 9. Medication that is discontinued is to be returned to the parents/guardian.
 10. Staff should be cognizant that the adoption and implementation of this policy does not preclude the staff members' liability to court action if an error is made in administering the medication.