



POLICY:

REGULATION: JHCD Administration of Medication to Students

EXHIBIT:

Seine River School Division has developed a continuum of supports in order to provide a safe school environment and yet meet the diverse needs of all students. Health and medical interventions, including the administration of medication to students, may be necessary to meet the health needs of a student.

If conditions of the policy and this regulation are not met by parents/guardians the school division may not be in the position to help the student in the event of medical needs/emergencies.

Procedures:

1. Non-prescription medication will not be administered by staff, nor will students be allowed to self-administer non-prescription medication while at school.
2. “The administration of medication in a school setting by school personnel must be necessary for the health of a student.” (URIS)
3. It is preferable that parents/guardians should make arrangements with their physician to have prescribed medications administered outside of school hours. If it is necessary for a student to take any prescribed medication during school hours, it shall be done following these procedures:
 - Authorization for the Administration of Prescribed Medication shall be completed by the parent/guardian
 - The first dosage of new medication shall not be administered at school. It is the parent/guardian responsibility to ensure the first dose has been well tolerated prior to coming to school.
 - Medication must be delivered to the school by the parent/guardian or designated adult in the original pharmacy labeled container which clearly identifies the:
 - i. Name of the student
 - ii. Name of the prescribing physician
 - iii. Name of the pharmacy
 - iv. Dosage
 - v. Method and frequency of administration
 - vi. Name of the medication
 - vii. Date the prescription was filled
 - viii. The label must be on the container itself, such as a medication bottle, tube, inhaler and not merely on the package
If requested, pharmacies will provide two original pharmacy labeled containers allowing one container to be used exclusively in the school setting
 - Medication must 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 shall be brought to school accompanied by a measuring device which gives the exact dosage.

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SOURCE: Unified Referral and Intake System (URIS) Manual (1999).

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- When medication is to be given over an extended period of time, the medication is to be provided in a one month's supply.
- Once signed by the parent/guardian and the administration, the Authorization for the Administration of Prescribed Medication will be considered the Individual Health Care Plan for the administration of medication.
- The Administration of Prescribed Medication Record shall be completed by the identified staff or alternate who shall be responsible for administering the medication to the student.

Personnel Responsible for Administering Medication

- A. A Health Care professional – medication shall be administered by a registered nurse, as provided by URIS to students presenting the following:
- Complex administration of medication, i.e. via infusion pump, nasogastric tube or injection other than injectable adrenalin
 - Other clinical interventions requiring judgements by a medical or nursing professional.
- B. Division staff, other than health care professionals, with suitable training and supervision funded by URIS

Medication may be administered to student by division staff, other than health care professionals, with suitable competency-based training and ongoing supervision funded by URIS. This occurs when the parent has indicated a health need and the URIS nurse has prepared the Health Care Plan which is signed by the parent.

1. Administration of injectable adrenalin
 2. Administration of medications by
 - I. Oral route requiring measurement
 - II. Instillation (i.e. eye/ear drops)
 - III. Topical (i.e. ointment, therapeutic dressing)
 - IV. Inhalation (i.e. bronchodilators)
 - V. Pre-set medication pumps, and gastrostomy tube
- C. Division staff, other than health care professionals, knowledgeable of the needs of the student – Medication may be administered by division staff, other than health care professionals, knowledgeable of the needs of the specific student and the medication to be administered by student presenting the following:
- a. Administration of pre-measured oral medication
- D. Volunteers to the school system shall not administer medication.

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- E. All persons responsible for administering medication shall be aware of the location of the “Administration of Prescribed Medication Records.

School Procedures

Administrators are responsible for establishing a system for meeting the health care needs within their school which include:

- A. Medication administration on a regular basis: when a student requires medication on a regular basis i.e. for more than 14 days, one staff member (designated employee) shall be responsible for administering the medication to the student. An alternate staff member shall also be identified to administer medication in the absence of the primary person.
- B. Medication administration on an incidental basis: Identifying a minimum of two staff members each year that shall be responsible for the administration and management of medication for students who do not normally take medication on a regular basis.
- C. Prescribed medication required less than 14 days falls under the section entitled Short Term Medication.
- D. Ensuring that all staff who are designated to administer medication are trained and are knowledgeable about this regulation and its procedures.
- E. Identifying case managers who shall provide direction and support to parent/guardians and designated staff.
- F. Distributing the regulation to parents/guardians
- G. Maintaining a school medical book which lists:
 - 1. All students with significant health problems or special medications
 - 2. Designated employees responsible for administering medication and the alternates
 - 3. Authorization forms
- H. In circumstances in which a medication must be administered by a health care professional, and that health care professional and appropriate substitute or delegate are absent for any reason, then the medication will not be administered. Parents/guardian must make alternate arrangements, preferably before the student arrives at school. If alternate arrangements cannot be made the student must remain within the care of the parent.

Medication Storage and Safety

Storage and safety of medication are important concerns in the school environment.

A. Storage

Guidelines for medications administered in school settings

- 1. Medication is stored in a locked location (cabinet, cupboard, drawer, steel box or similar location), except if the medication may be needed urgently. In that circumstance the medication does not need to be stored in a locked location and the person requiring the medication will

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carry it on their person. If the child is not developmentally able to carry his or her own medication the medication will be kept in an unlocked safe and accessible location. Such medications include inhalers and adrenaline auto-injectors (eg. EpiPen).

2. The key for the locked location will be in the care and control of the person responsible for administering the medication(s).
3. The key for the locked location must remain on school premises.
4. An alternate key for the locked location will be reasonably available in the school.
5. All staff who administer medication in the school setting as part of their usual duties, as well as the school secretary and principal, will know the location of the spare key.
6. If a medication requires refrigeration, the locked location/item will be within a refrigerator.
7. Medication must be stored separately/apart from any other material or items in the locked location.
8. Medications for more than one student can be stored in one locked location; each medication must be clearly labelled.

B. Safety

Records and administration procedures:

1. Designated staff and alternates identified to administer medication will be trained on an annual basis.
2. Persons responsible for medication administration must be fully aware of:
 - I. Specific details of medication administration for individual students
 - II. Location of the spare key to the locked storage unit
 - III. Location of the individual medication plan for each student
 - IV. Emergency procedures pertinent to the medication and student
3. In preparation for administering medication all persons will:
 - I. Wash their hands and follow *Universal Precautions*
 - II. Prepare the supplies needed (e.g. measuring devices etc.)
 - III. Review and assure themselves of
 - i. The correct medication
 - ii. The right student
 - iii. The correct dosage
 - iv. The right time
 - v. The right method

At each and every administration of medication

4. The medication label is to be read three times by the person giving the medication
 - I. When removing the medication from the locked storage unit
 - II. Before the medication is removed from the container
 - III. After the medication is removed from the container but before administration to the student

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5. A medication administration record is required for each student who receives medication. Each record must include:
 - I. The name of the student
 - II. The name of the person administering the medication
 - III. The date and time of the administration
 - IV. The outcome of the administration
 - i. Successful
 - ii. Unsuccessful – refused or missed; reason for unsuccessful administration
6. After administration of medication the Record must be completed immediately after the student has received the medication and the form must be signed.
7. The medication record will be stored in the area where the medication is dispensed.
8. Medications must be returned to the locked storage unit immediately.
9. Person administering the medication shall clean/wash any supplies used in the administration.
10. Person administering the medication shall wash their hand and follow Universal Precautions.

C. Unsuccessful Administration

In instances where medication administration is unsuccessful:

- a. Determine reason why
 - a. Refusal by student
 - b. Missed administration
 - c. Overmedication
 - d. Incorrect medication
- b. Parent/guardian shall be contacted and informed of situation
- c. Determine actions in consultation with the parent/guardian which may include:
 - a. Contacting student's physician
 - b. Parent/guardian taking the student home
 - c. Taking the student to the hospital
 - d. Other appropriate course of action as determined by parent/guardian and school.
- d. If the parent/guardian cannot be contacted, the student's emergency contact of dispensing pharmacist or physician will be contacted.

D. Field trips or school sponsored activities held off school grounds

Children requiring medication while attending a school may accompany their class on a field trip only after the field trip has been planned in consultation with their parent/guardian

The medication administration regulation may be adapted to allow students with medication needs to be included on the field trip. The school administrator will use their discretion to determine if volunteers may act as the responsible adult who would administer the medication, after appropriate training.

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Considerations:

- I. Necessity – if it is not necessary to administer medication during the field trip, it will not be administered
- II. Medication must be in the care and control of a responsible adult
- III. The Record of Medication Administration must be completed by the person responsible for administering the medication on the field trip
- IV. The student’s medication plan must be brought on the field trip and carried by the person administering the medication
- V. Emergency Communication – there must be reasonable and appropriate access to a telephone, cellular telephone or radio communication during the field trip
- VI. Emergency medical response must be determined and considered reasonable by the parent/guardian and administrator in consultation with physician if requested

E. Expiration and Disposal

- a. Medications have a limited useable timeline of effectiveness. The parent/guardian is responsible for replacing expired medication as well as the removal and disposal of expired medication.
- b. Medication is the property of the child’s family. It is expected that medication will be taken home by parent/guardian for any school closure exceeding two weeks.

F. Parent/Guardian responsibilities

The parent/guardian is to make every effort to have the student’s medication taken at home.

When this is not possible the parents/guardians are responsible for:

- a. Completing the Authorization for the Administration of Prescribed Medication.
- b. Ensuring the first dose of medication was administered and well tolerated before coming to school.
- c. Informing the school in writing of any changes in dosage or time of administration of medication.
- d. Ensuring their child has received the necessary information and training if the student is to be responsible for the administration and/or storage of their own medication.
- e. Ensuring that an adequate supply of medication in the proper dosage is at the school or brought to the school each day and it is replaced prior to expiry dates; where the child is responsible to carry the medication on his or her person, that they have been supplied with the medication.
- f. Ensuring that their child is aware of their responsibility to report at the designated time and location in order for their medication to be administered.
- g. Picking up unused medication at the end of the school year.

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Short Term Medication

When medication is prescribed by a physician for less than 14 days, the medication can be administered by the school if:

- i. The medication is in its original dispensed container, and
- ii. The medication has the official pharmacy label with the physician's name on it, along with explicit directions,

The label represents the physician's permission and instructions for administration of medication and the 'Authorization for the Administration of Medication' form is not required. The procedures outlined above apply to the administration of short term medications.

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