

PROCEDURAL GUIDELINES
ADMINISTRATION OF MEDICATION TO PUPILS

In accordance with *Memorandum No. 81, – Provision of Health Support Services in School Settings*, it is the policy of the Huron-Superior Catholic District School Board to establish and maintain a policy for students requiring medication essential to their participation in school programs.

Concern for these students is a shared responsibility of the board, school, family, health care provider and community partners. This policy outlines the board's commitment to students requiring medication during regular school hours.

REGULATIONS:

1. The Principal's duties and responsibilities will include the administration of oral or topical medication to the pupils in his/her school, in a manner which allows for sensitivity and privacy.
2. The Principal will enlist the cooperation of his/her staff, both teaching and non-teaching, in the application of the Policy.
3. The Principal or designate will be responsible for the administration of oral or topical medication to pupils in his/her school only after written authorization has been obtained:
 - a) from the parent/guardian, in the case of over-the-counter medication;
 - b) from the parent/guardian and the physician, in the case of prescribed medication.

The authorization to be kept on file at the school shall specify the following:

- a) the name of the medication;
- b) the physician's name (if prescribed medication);
- c) the amount to be taken;
- d) the time to be taken; and
- e) other specifications, if applicable: storage requirements, possible side effects, etc.

Form No. 1 - *Authorization for the Administration of Prescribed Medication* shall be used for all prescribed medication.

4. The Principal or designate shall ensure that:
 - a) medication is stored in a place of security accessible only by key by the Principal or his/her designate
 - b) a record, attached to any medication received and stored by the Principal or his/her designate is kept of the medication administered and indicating:

- identification of medication by name;
- date of receipt of medication;
- name and signature of person receiving medication;
- name of person from whom medication received;
- pupil's name
- date of administration;
- time of day;
- dosage given;
- signed initials of person who administers medication and or supervises the taking of such medication;
- date of surrender of medication;
- name of person surrendering the medication; and
- name of person receiving the medication being returned.

See Form No. 2.- *Individual Student Log of Prescribed Medication Administered*

5. Medication will be returned to the parent/guardian upon their written request or when the school is closed for Christmas holidays, winter break, summer holidays and other periods of school closure and the returning of such medication shall be in accordance with the stipulations in paragraph 4(b).
6. No prescribed medication shall be administered by any board personnel unless a letter of instruction accompanies such medication and such letter is executed by the pupil's physician and such instructions are endorsed by the parent/guardian of the pupil. Furthermore, before administering prescribed oral or topical medication, the Principal or designate shall have received appropriate instruction or training by a qualified person which may include the parent and/or guardian.
7. When possible, the administration of medication will be managed by either the parent/guardian, or the pupil. Where the pupil is keeping the medication at school, the procedures specified above shall be followed.
8. The Principal or designate will communicate with parents/guardians about any problems or effects of administering medication to pupils during school hours and such Principal or designate shall make a record of such problems or effects in the administration of such medication. (See Form No. 3 - Anecdotal Record of Behaviour).
9. Emergency medical treatment is to be provided as the situation warrants. In an emergency, the Principal or designate will notify the parents/guardians as quickly as possible. The parent/guardian's current telephone number shall be available in the pupil's record specifically for this purpose.
10. No medication - including aspirin, ointments, cold tablets, and so on - will be administered to pupils without written permission of the parent/guardian or, in the case of prescribed medication, the physician and parent/guardian and in accordance with the stipulations in Article 6 stated above.