



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES ADMINISTRATION OF MEDICATION TO PUPILS

PURPOSE:

Policy 7003 and its accompanying Procedural Guidelines are primarily focused on the administration of medication as required by a student and deemed necessary to ensure success in school related programming. Where, on behalf of a pupil, a request is made for the provision of a support service designated as the responsibility of Home Care Programs of the Ministry of Health, the Principal of the school will work in close cooperation with the staff of the local Home Care Program of the Ministry of Health (See Related Forms: Model for Provision of School Health Support Services).

Concern for these students is a shared responsibility of the Board, school, family, health care provider and community partners. These Procedural Guidelines outline the Board's commitment to students requiring medication during regular school hours.

The Huron-Superior Catholic District School Board acknowledges and supports the use of the four sacred medicines for Indigenous peoples' cultural, spiritual and health practices. Sacred medicines include tobacco, sage, cedar, and sweetgrass, which are commonly used during smudging ceremonies, boiled and consumed as tea and/or held onto in a medicine bag. Principals will support the use of sacred medicines in schools for these purposes at the request of students, parents/guardians, and Elders/Indigenous community members, in accordance with all applicable board policies and procedures.

DEFINITIONS:

For the purposes of this Policy and Procedural Guidelines, the expression "**medication**" shall be defined to mean oral and topical medications. "**Oral medication**" shall be defined to mean any medication that must be ingested by the student (pupil) with or without liquids and the expression "**topical medication**" shall be defined to mean any medication that is not ingested in any form whatsoever by the pupil and is topically applied to any external portion of the pupil's body. "**Prescribed**" shall be defined as that medication (oral or topical) that is prescribed by a medical doctor. "**Over the counter**" shall be defined as medication (oral or topical) that can be purchased without a prescription.

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.
- Refer to Form No. 1 – *Authorization for the Administration of Prescribed Medication* shall be used for all prescribed medication.
 - Refer to Form No. 2 – *Authorization for the Administration of Non-Prescription Medication* shall be used for all over the counter 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.
- Refer to Form No. 3. – *Individual Student Log of Prescribed and Over the Counter Medication*

5. Medication will be returned to the parent/guardian upon their written request or when the school is closed for Christmas holidays, March Break, summer holidays and other periods of school closure. 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/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.
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 over the counter medication 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.