

MEDICATION ADMINISTRATION TO A STUDENT

Background

The Division believes the responsibility for the administration of medication to a student does not lie with Battle River School Division, however, from time to time, situations may arise which require an employee to administer medication and/or take action in order to ensure the well-being of and/or preserve the life of a student.

Procedures

1. School Administrator(s) shall obtain from the parent(s)/guardian(s) a statement regarding the student's health, allergies, reactions, and/or other pertinent information at the beginning of each school year. School Administrator(s) are responsible for reviewing all student registration forms for medical information.
2. The responsibility for providing complete information relative to the administration of any prescription medication to a student lies with the parent(s)/guardian(s) of the student in question.
3. Parent(s)/guardian(s) may request that medication be administered to a student during school hours. Requests are required at the beginning of each school year, when a student changes schools or when a student's condition or medications change, and shall:
 - 3.1 be in writing and signed by a physician *Medication Administration Request and Authorization* (Form 316-1);
 - 3.2 specify the time(s) at which such medication is to be administered;
 - 3.3 specify the exact dosage to be administered;
 - 3.4 specify the duration of the treatment; and
 - 3.5 outline procedure(s) to be followed in case of adverse reaction.
4. No staff member is to administer any prescription drug to any student unless the above conditions have been met.
5. The parent(s)/guardian(s) of a student(s) with anaphylaxis must provide the Principal with a *Medication Administration Request and Authorization* (Form 316-1), signed by a physician, which outlines sufficient information to ensure the student's safety.
6. No non-prescription drugs shall be administered to the students.
7. All students with medical conditions in a school are to be registered at the school office. School Administrator(s) must ensure that all staff in the school, as well as bus drivers, are aware of medical conditions of children.
8. All medication shall be stored in a secure location, along with the instructions that were provided by the parent/guardian/physician.

9. The School Administrator(s) are responsible for communicating with parent(s)/guardian(s), assigning responsibility for tasks, and ensuring adequate planning and measures are in place to address student needs with respect to the administration of medication to students in accordance with this procedure.
10. The school staff member assigned to administer the medication to the student will complete a *Medication Administration Record* (Form 316-2).

Reference: Section 18, 20, 45, 60, 61, 113, School Act
Emergency Medical Aid Act

Forms: Medication Administration Request and Authorization (316-1)
Medication Administration Record (316-2)

Amended: October 2018