

EDUCATION: STUDENTS

Policy 504.3.1-G

Administering Prescribed Medications for Students

Definitions

For the purpose of these Administrative Guidelines, the following definitions apply:

Short Term Medication

Short term medication refers to medication prescribed by a physician that can be taken within a two week period (e.g. antibiotics).

Long Term Medication

Long term medication refers to medication prescribed by a physician that will be taken by a student over a period of time that is longer than two weeks (e.g. Ritalin, adrenalin). Prescribed medication administration that is delegated by Nursing Support Services (NSS) i.e. insulin, will follow the NSS Guidelines.

Supervision of Medication

When a school staff member "supervises" a student taking medication, he or she monitors defined as: the student taking the medication on their own.

Administration of Medication

When a school staff member "administers" medication to a student, the medication is given to and taken by the student either orally or through injection.

School staff **under no circumstances** shall administer nonprescription medications to students. When any prescribed medication is first brought to the school, the student's parent or guardian shall inform the school staff by completing Form SA-105A.

When the completed form has been received, designated staff members may either supervise or administer the prescribed medication. The original Form SA-105A should be kept in a binder in the office and a copy should be attached to the verification sheet. A second copy should be placed in the ziplock bag with the prescribed medication.

Labeling of Medication

All prescribed medications must be clearly labeled with the name of the medication, must come in its original medication container with the pharmacy label, and include the following information:

- the required dosage
- the frequency at which it is to be taken
- the name of the student to whom it is to be administered.

Storage of Prescribed Medication

Prescribed medication and a copy of Form XXX should be stored in a zip-lock bag in a safe, marked location accessible to appropriate personnel. The zip-lock bag should be labeled as follows:

Administrative Guidelines

- the child's name
- medication expiry date

In an **elementary school**, all prescribed medications except Ventolin and asthmatic type inhalers, must be given immediately to a staff member to ensure its safe storage and limited access in a central location.

In a **secondary school**, prescribed medication is recommended to be carried by the student for easy access (e.g. Epi Pens in backpacks, not lockers).

By September 30 of each school year, an administrator or designate will review all current SA-105A documenting the need for prescribed medication. Any change in medication dosage or prescription will require the parent to complete a new SA-105A using the process outlined above. Medications should be sent home during summers and/or extended holidays (e.g. longer than one month).

Inservice/Training

The Public Health Nurse will train school staff members annually (early fall), or more often upon request, in the proper technique of administration of prescribed medication. This annual training typically requires 45 minutes to an hour to complete.

Field Trips

When a student requiring prescribed medication is taken on a field trip, the need for this medication should be documented on the field trip permission form sent home by the school. The staff member who has responsibility for that student is then required to ensure that the necessary medication is taken on the field trip for use as required.