

# ADMINISTERING MEDICATIONS TO STUDENTS

## Background

The District supports the position that all students, regardless of their physical or medical condition are to have the right to access educational programs. The District also believes that the medical treatment of students, including the administration of medication, is to be limited to that which can be administered by teachers or assistants who have received explicit instructions from the attending physician and the parents of the student with the medical condition.

It is also recognized that situations do arise from time to time that may require staff to administer medication to preserve the health of the student. However, it must be made clear to parents that staff members are not medical personnel.

## Procedures

1. The Principal shall request that parents of students with epilepsy, diabetes or other medical conditions that may impact upon the student's ability to participate in various classroom activities provide written advice from the family physician regarding activities in which the student is able to participate, and/or for which care is required.  
This document shall be reviewed with staff members and retained in the student's file.
2. The Principal shall advise parents that the school staff will not administer any medication to students whose parents have not fully completed the approved *Student Focused Medication Management Parental Consent* form (Form 316-1) as well as the *Student Focused Medication Management Plan* (Form 316-2). It is the parent's responsibility to notify the school of medical conditions and the medications required.
3. A newly completed *Student Focused Medication Management Parental Consent* form (Form 316-1) and *Student Focused Medication Management Plan* (Form 316-2) must be provided at the beginning of each school year and whenever the physician changes the prescription.
4. The Principal will advise the parent that it is his/her responsibility to advise the school should the medication no longer be required.
5. The staff member responsible for administering the medication will notify the Principal if a student will not take the prescribed medication as required. The parent will be contacted immediately and requested to assist. If the parent is not available, the assistance of a qualified person should be sought.
6. If a Teacher-on-Call is in charge of a classroom that has a student who requires medication, the Principal shall assign someone who has knowledge of the procedures to administer the medication.

7. If a staff member has been assigned responsibility to administer medication or provide treatment to a student, the Principal shall ensure that a record is maintained on the *Student Focused Medication Dispensing Record Sheet* (Form 316-3).
8. If the student has been deemed by the parent and physician capable of self-administering any prescribed medication, the Principal shall assign a staff member to monitor the student's compliance with the schedule and to see that a record of administration is maintained.
9. The Principal shall designate a specific, locked or limited access storage space within the school in which to store medication that has been provided for student use by the parent.

Legal Reference: *Sections 7, 8, 17, 20, 22, 65, 85 School Act*  
*Good Samaritan Act*