



Policy: Administration of Oral Medication to Students Under the Age of 18

		Policy Number:	200.19
Adopted:	April 24, 2001	Former Policy Number:	n/a
Revised:	January 23, 2018	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that all persons are created in God's image. Every individual has an inherent and immeasurable worth and dignity. Each human life is considered sacred. We are committed to promoting school environments that are safe, inclusive and provide opportunities for each student to reach his or her fullest potential. While the Board believes that parents/guardians and the medical profession are primarily responsible for the administration of oral medication, it recognizes that a designated staff member(s) appointed by the Principal may need to administer oral medication that is prescribed by a physician or other health care professionals.

Policy Statement:

It is the policy of the Board that procedures are established for the administration of prescribed oral medication that is required during the school day. These procedures include the following:

- That such procedures be applied only to those services, requested by the parent/guardian and prescribed by a physician or other health care professional, which must be provided during school hours;
- That a request for the service and the authorization to provide such service be made in writing by the parent/guardian and the physician or health care professional, specifying the medication, the dosage, the frequency and method of administration, the dates for which the authorization applies and the possible side effects, if any;
- That the parent/guardian and the medical profession will work with the individual school to ensure appropriate measures are in place to facilitate the safe and proper use and administration of the medication;
- That the storage and safekeeping requirements for any labelled medication be stated;
- That a record of administration be maintained which includes the student's name, date, time of provision, dosage given, name of person administering, etc.;
- That the telephone numbers of parent/guardian and physician be readily accessible in the school; and
- That the oral medication be administered in a manner which allows for sensitivity and privacy and which encourages the student to take an appropriate level of responsibility for his or her medication.

Roles and responsibilities to implement these policy requirements are noted in the Administration of Oral Medication to Students Administrative Procedure.

Definitions

Prescribed Oral Medication

For the purposes of this policy and administrative procedure, oral prescription medication is defined as medication to be taken orally as a result of a prescription given by a properly authorized physician or health care professional authorized to prescribe medication, and which is prescribed to a student for a specified period of time.

References

The Education Act

Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings, 1984
Educational Field Trips and Excursions: 500.01



**Administration of Oral Medication to Students Under the Age of 18
AP 200.19**

Procedure for:	Principals/Vice-Principals	Adopted:	April 24, 2001
Submitted by:	Michelle Shypula, Superintendent of Education	Revised:	January 23, 2018
Category:	Students		

Purpose

The Brant Haldimand Norfolk Catholic District School recognizes that certain students may require the administration of oral medication while in attendance at school or school-related activities. Oral medication that is to be administered during the school day on either a daily basis or in response to certain medical conditions must be prescribed by a physician or other health care professional and must follow the procedure as laid out by this policy.

Responsibilities

Superintendent of Education will:

- Perform a regular review of administrative procedures to ensure guidelines align with current best practice recommendations for the administration of medication.
- Monitor the implementation of this procedure.

Principal/Vice Principal will:

- Implement and monitor the administrative procedure.

Teachers and support staff will:

- Ensure the administrative procedure is followed.

Information

The Brant Haldimand Norfolk Catholic District School Board will be responsible for the administration of prescribed oral medication where such medication has been prescribed by a physician or health care professional for use during school hours. Some oral medication must be administered on a regular basis, while others must be used only when required. The Management of Students with Asthma Policy and Administration Procedure 200.05 provides direction for students requiring asthmatic inhaler medication.

Certain students must receive, according to a regularly prescribed schedule, specific oral medication in order to have the opportunity to attend school and receive an education. Complex medical assistance for students shall be provided through a Community Care Access Centre. The Ministry of Education continues to manage local school boards with the responsibility of administering oral medication to students.

The provision of health support services shall be shared among the Ministry of Community and Social Services, Education and Health. Responsibility for the direct provision of these services at the local level will be shared by the agencies operating under the Ministry of Community and Social Services, Brant Haldimand Norfolk Catholic District School Board and the Community Care Access Centre.

Procedures

The procedures which follow have been developed to provide a uniform approach to administering prescribed oral medication to students during school hours. The school will not administer non-prescription medication.



All authorization for the administration of prescribed oral medication shall expire as of the last school day in any given school year unless terminated at an earlier date.

If a request for the administration of prescribed oral medication is received by the principal, s/he will designate a staff member(s) to administer medication to students. It is understood that when a request is being made for school staff to administer prescribed oral medication, that said staff are not medical professionals. The staff will make every effort to ensure that prescribed oral medication is administered in an appropriate manner at the times requested. Liability is naturally a concern for staff involved in this procedure. As agents of the Board, all staff members are covered by Board's liability insurance.

Procedures relative to the administration of prescribed oral medication shall only be adopted when:

- requested by the parents/guardians;
- authorized by a physician or health care professional; and
- must be administered during school hours.

Please note: staff will be required to only administer prescribed oral medication, not to assess the need for medication.

1.0 Administration of Prescribed Oral Medication

The administration of prescribed oral medication to students shall be regulated by the following procedures:

1.1 Explore Alternatives

- The principal shall, upon receipt of the request, ensure that the prescribed oral medication cannot be administered at home rather than at school;
- Administered at the school by the parents/guardians; or
- Administered at the school by a person other than a school staff member, who is authorized by parents/guardians (e.g. alternate caregiver).

1.2 Authorization

If the prescribed oral medication must be administered during school hours by designated staff, the principal shall, after agreeing to the request, obtain signed request/authorization forms from the parents/guardians and the supervising physician or health care professional, whenever a prescription is initiated or changed. (Appendix A – Authorization for Administration and Storage of Prescribed Oral Medication Part A and Part B) Completed forms are to be placed in the Documentation File of O.S.R. and old forms are to be destroyed.

1.3 Transportation of Medication To and From School

The required authorization forms and the prescribed oral medication shall be hand delivered by the parents/guardians to the principal or designated person.

1.4 Safe Location for Medication

The principal shall ensure that all oral medication is kept in a safe, secure location. All medication shall be in original containers and clearly labeled by the pharmacy/physician or manufacturer to indicate:

- Name of student;
- Name of medication;
- Dosage;
- Frequency of administration;
- Foods or other medications that could react with the drug;
- Special instructions for storage and/or disposal.

Note: Medication requiring refrigeration cannot be stored at the school unless a refrigerator in working order is available and located in a safe/secure area.

1.5 Recording Administration of Prescribed Oral Medication

(Appendix B – Individual Student Log of Administered Oral Medication)



The principal shall ensure that the person(s) designated to administer the prescribed oral medication maintains a daily record including:

- Type of oral medication;
- Dosage;
- Date given;
- Time given;
- Means of administration/specific instructions (spoon, dropper, taken with food etc.);
- Physical description of the medication (e.g. pill, liquid, etc.); and
- Signature (daily) of person giving medication.

Individual Student Log of Administered Prescribed Oral Medication forms shall be secured with the medication. Completed forms shall be appropriately disposed of after August 31 of each school year.

The principal shall establish and maintain, in the school office, a central office health file with an up-to-date list of students receiving medication (Appendix C - Oral Medication Inventory Record).

1.6 Administration of Medication

The principal, with the written authorization of the parents/guardians and physician, will ensure that medication is administered in a manner which allows for sensitivity, privacy and which encourages a mature student to take an appropriate level of responsibility for administering his/her own medication.

1.7 Community Health Nurse

The principal will ensure that the Community Health Nurse or appropriate public health official has access to the School's Medication Inventory Record.

1.8 Disposal of Medication

The principal shall return unused or outdated medication directly to the parents/guardians. Medication requests will terminate June 30th of every school year.

1.9 Field Trips

As indicated on the field trip permission form (see Brant Haldimand Norfolk Catholic District School Board's Policy and Procedure on Field Trips 500.01), the principal or designate shall ensure that medication procedures are followed, where appropriate, while students are participating in field trip activities. Parents will inform the school of any medication requirements beyond the regular school day.

2.0 Appendices

- 2.1 Appendix A: Authorization for Administration and Storage of Prescribed Oral Medication
- 2.2 Appendix B: Student Log of Administered Oral Medication
- 2.3 Appendix C: Medication Inventory Record

Definitions – N/A

References

- The Education Act
- Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings, 1984
- Educational Field Trips and Excursions 500.01



**AUTHORIZATION FOR ADMINISTRATION AND STORAGE OF PRESCRIBED ORAL
MEDICATION**

PART A

To be completed by attending physician or health care professional

(Please type or print)

STUDENT'S NAME:		TEACHER'S NAME:	
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1. <ul style="list-style-type: none"> a) Oral Medication Prescribed: b) Method of Administration: (e.g. pill, liquid) c) Dosage: d) Time(s) of Administration:
2. Must medication be taken during school hours?
3. Possible side effects of medication:
4. Action to be taken should a reaction occur:
5. Allergies which should be noted:
6. Additional/special instructions (e.g. storage of medication, to be taken with food etc.)
7. Expected date of discontinuation of medication:

Physician's Name: _____ Telephone: _____

Address: _____

Physician's/Health Care Professional Signature: _____ Date: _____



**AUTHORIZATION FOR ADMINISTRATION AND STORAGE OF PRESCRIBED ORAL
MEDICATION**

PART B

To be completed by Parent/Guardian

This is to authorize the administration of the medication(s) prescribed as mentioned by the attending physician or health care professional for:

Student's Name: _____ Date of Birth: _____

School: _____

Medic Alert I.D. Yes No

I/we hereby release the Brant Haldimand Norfolk Catholic District School Board, its employees and agents from all actions, causes of action, suits, losses, damages or injuries howsoever caused, by negligence or otherwise, arising out of the administration or failure to administer prescribed oral medication as provided herein. I/we also agree to indemnify the Board, its employees or agents for any losses or damages sustained by them as a result of any such actions, or proceedings being commenced against them.

Parents/Guardian's Signature: _____ Date: _____

Note:

Parents/Guardians are to provide PRESCRIBED ORAL MEDICATION in original CONTAINERS that are PROPERLY LABELLED by a Pharmacist indicating the STUDENT'S NAME AND ADMINISTRATION/STORAGE DIRECTIONS.

The prescribed oral medication will be delivered, according to an agreed schedule and amount to the Principal or designated person for safe keeping, unless otherwise determined.

In case of **EMERGENCY**, the contact person is:

Name: _____ Telephone: _____

Relationship: _____

**To be placed in Documentation file of O.S.R. (remove any old/outdated copies)
There should be one form completed for each prescription medication**

A new form is required: a) at the initiation of this process; b) at the beginning of each school year; c) when medication changes.

Notice of Collection: Personal information contained on this form is collected under the legal authority of the Education Act, R.S.O. 1990, c.M.56. The information will be used to determine the authorized method for administration and storage of prescribed oral medication. Questions regarding the collection of this information should be directed to the Principal of the school.



**Brant Haldimand Norfolk
Catholic District School Board**

**Administrative Procedure
Appendix D**
Distribution Plan
