



Procedure Section: **School Administration**

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Procedure: **Administration of Medication and Medical
Procedure to Students in Schools**

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PROCEDURE

Administration of Medication and Medical Procedures to Students in Schools

Adopted: May 12, 2015
Revised: April 24, 2018
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Respectfully submitted by
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Policy Statement

It is the policy of the Keewatin-Patricia District School Board that, in exceptional cases, the Board will allow the parent/guardian to administer medication in the school or the student to self-administer that medication, or the Board may accept responsibility for the administration of medication to students in schools by authorized school staff. The Board recognizes that students may require necessary treatment, therapies, and rehabilitation programs during school hours. Regular response regarding medical intervention may be required of Education Assistants.

Rationale

The administration of prescription and/or non-prescription medication to a student is the responsibility of the student's parent(s) or guardian(s). The Board recognizes that there may be exceptional cases where a student must have medication administered during regular school hours and if applicable, in accordance with a Plan of Care for prevalent medical conditions (anaphylaxis, asthma, diabetes, and epilepsy). The Board recognizes the need for an emergency response to life-threatening medical conditions. The Board also recognizes that certain regular medical procedures such as clean catheterization or suctioning may be required during school hours.

Guidelines

1. Parent/Guardian or Self-Administered Medication

Prescribed Medication

- a) The pupil's parent/guardian may be permitted to administer medication during school hours. Every attempt should be made to arrange times for such administration with the least possible disruption to all concerned and to preserve the dignity of the students. Parents/guardians must report to the office prior to administering the medication. Parents/guardians are to submit completion of Form D – Request for Parent/Guardian Administration of Prescribed Medication to Students.
- b) It is the responsibility of the parent/guardian to request permission from the Principal/Designate for a pupil under the age of 12 to self-administer medication. The

Cross References:

PPM 161

Policies:

312 Administration of Medication Medical Procedures to Students in Schools

327 Prevalent Medical Conditions

401, School-Student Activities Outside the Classroom

Procedure:

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904, Educational Trips for Students

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medication must be delivered by the parent/guardian and stored in a secured location in the school by the Principal or Designate.

With regard to prevalent medical condition medication as outlined in a Plan of Care;

- Every school Principal shall permit a pupil to carry their medication if the pupil has their parent's or guardian's permission.
- If the pupil is 16 years or older, the pupil is not required to have their parent's or guardian's permission to carry their medication.

c) A record of any parental permission received shall be retained.

d) Prevalent medical conditions medication (i.e., Epi-Pens, puffers, insulin, etc.) as required in the Plan of Care should be carried on the person (i.e., in a fanny pack). During cold weather, medication should be worn under the student's jacket.

e) Under the supervision of school staff, medication shall be administered in a manner that encourages the pupil to take an appropriate level of responsibility and allows for privacy.

2. School Administered

Prescribed Medication

a) The form entitled "Request for School Staff to Administer Prescribed Medication to Students – Form A" must be completed by the parent/guardian or, where a student is an adult, by the student, and the Physician and given to the Principal of the school. The Principal of the school may require that all prescribed medication be administered by school staff.

- i) Where the form entitled, "Request for School Staff to Administer Prescribed Medication to Students – Form A" is not completed by parents, school staff may administer an epinephrine auto-injector or other prescribed medication in an emergency situation to a student.
- ii) No action or damages shall be instituted respecting any act done in good faith in the execution or intended execution of a school staff's authorization under the Good Samaritan Act subsection 2(1), (2), 3(4), and 4(4) or for any neglect or default in execution or performance in good faith of a school staff's authorization unless the damages are the result of the school staff's gross negligence.

b) Where oral or topical medication must be administered to pupils by school staff, it shall be in the following manner:
The parent/guardian must:

- i) Provide written authorization on the forms "Request for School Staff to Administer Prescribed Medication to Students – Form A";

- ii) Deliver to the Principal or Designate the required medication in a labeled 'tamper-proof' container;
 - iii) Ensure the container as a pharmaceutical sticker attached, indicating the name of the child and directions for the administration and storage of physician prescribed medication;
 - iv) Instruct their child to attend the school office for medication as per the schedule for administration as established in conjunction with the school Principal.
- c) The Principal or Designate shall ensure the Administration of Medication Student Log – Form B1 is completed after each administration of a medication and retained in a designated area. If medication is not given or refused, reasons for such an omission must be noted on the back of the log sheet and parental contact shall be made (Abnormal or Unusual Circumstances – Form B2).
- d) The Principal shall ensure that each time a student is assisted with the administration of the reliever inhaler or other asthma medication, that the incident be recorded on the Abnormal or Unusual Circumstances – Form B2).
- e) The Principal or Designate shall ensure medication to be administered by school staff is kept in a secured location. Only authorized staff may access the stored medication. Any accidental administration of medication must be reported immediately to the Principal or Designate.
- f) It is the obligation of the pupil's parent or guardian and the pupil to ensure that the information in the student medical file or Plan of Care is kept up to date including accurate information regarding student medication.

3. Administration of Treatment, Therapy, Medical Procedures to Students in Schools

Clean Catheterization and Shallow Suctioning

Since clean catheterization and shallow suctioning are recognized as part of a child's normal toileting and daily health needs, a health care professional is not required to provide this service.

These services will be provided by Education Assistants following the request by the parent (Form G).

A parent/guardian having a child requiring these services should be aware that the procedures are as follows:

- a) The school will submit a completed School Health Support Services (Home Care) referral form for Nursing Services to the Special Education Department.
- b) Home and Community Care Support Services North West Case Manager will contact the parent and assess the situation. The Case Manager will arrange for nursing services as appropriate.



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- c) The nurse will train an Education Assistant and an alternate Education Assistant to provide this service for each individual student. Arrangements for training will be made through the Principal.
- d) The nurse will sign the Confirmation of Training form, verifying that the Education Assistants have been observed carrying out the proper technique.
- e) The school will meet with the parents/guardians to explain the procedures and obtain their signature on the Consent Form for the requested procedure.
- f) The completed Consent Form and Confirmation of Training Form will be retained in the student's O.S.R., with a copy forwarded to the Special Education Department.
- g) In the event that the Education Assistant, or alternate Education Assistant, are not available, the parent/guardian will be contacted by the Principal.

A copy of the referral form (Form E), consent form (Form G), and confirmation of training form (Form F) are attached.