

## Administrative Procedure 311

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### ADMINISTERING MEDICAL TREATMENT TO STUDENTS

#### Background

Some students must have prescribed medical treatment during the school day in order to maintain their physical and mental well-being.

#### Procedures

1. When no other viable alternative exists and the Principal approves the request of the parent to have the student receive a prescribed medical treatment during the school day, a staff member may be required to provide such assistance as is necessary.
2. Prior to making a decision upon a parental request, the Principal shall require the parent and the health care professional to complete and submit the Authorization and Request for the Administration of Prescribed Medication Form. A copy of the form is provided in the Forms Manual.
3. If any changes occur in the type of medication or treatment required, the Principal shall request that the parent and health care professional complete the required forms and submit them for approval.
4. The Principal shall assign to one employee the responsibility for the administration of, and where necessary, the security of medication. The assigned staff member shall:
  - 4.1 Request the Principal ensure that a second staff member be identified, and trained, that can assume responsibility in the event of an absence.
  - 4.2 Request and obtain written instructions for the correct means of administering and securing the medication by requiring the health care professional to complete the Procedure for Administration of Medication Form that can be located in the Forms Manual.
  - 4.3 If deemed necessary, request and receive directions in the administration and safe keeping of the medication from a qualified health care professional.
  - 4.4 The staff member that has been assigned responsibility shall complete the Daily Record of Medication Administered to Students Form. A copy of the form is located in the Forms Manual.
5. The Principal shall assign one or more staff members the responsibility to provide medical treatment that has been prescribed by a health care professional.

6. In the event that the staff members assigned to provide medical assistance to the student are absent, the Principal shall request the parent to assume responsibility by either coming to the school or taking the student home.
7. The Principal shall ensure that all staff members working with students on medication are briefed as to the possible side effects that could affect the student's classroom performance or physical well-being and the procedures to be followed in the event of an emergency.
8. The Principal shall advise the parent of the correct procedures to be followed in ensuring that the prescribed medication is brought to the school. The student's age and level of maturity must be considered.
9. The Principal shall ensure that the telephone numbers of the parents and health care professional are readily available at the school and are also included in the student's medical file.
10. With the exception of a specific situation where parental consent has been obtained and appropriate in-servicing by qualified medical/therapy staff has been provided, staff members will not accept responsibility for administering any medical treatment other than topical ointments.
11. Where possible, the public health nurse or appropriate health official should be kept informed by the Principal of all prescribed medication currently being administered and the Principal is to request the public health nurse to review the records and administration of the medication on a bi-annual basis.
12. When the requested duration is complete, any remaining medication will be returned to the parent for disposal.
13. These procedures will be also followed for students requiring medication while on field trips.
14. Medication should 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/her medication.