

### 317 - STUDENT MEDICATION

#### Background

Division employees do not possess the expertise required to determine the need for medication to students. However, it is recognized that students may need to take medication during school hours.

#### Procedures

1. Principals shall make every reasonable effort to obtain from parents a statement of the student's health at the beginning of each school year, along with information concerning any allergies. Particular attention shall be paid to potential life-threatening allergies such as bee stings, peanuts, etc.
2. Parent(s) may request that prescription medication be provided to a student during school hours if the student is not old enough to self-administer the medication or there are other compelling reasons that require the involvement of staff. A Medical/Personal Care Request form must be completed for each prescription medication. The following must be in writing, issued by a medical practitioner or pharmacist, and:
  - 2.1 Specify the time(s) at which such medication should be provided
  - 2.2 Specify the exact dosage
  - 2.3 Specify storage instructions (including the need for security, refrigeration, etc.)
  - 2.4 Specify the duration of the treatment
  - 2.5 Specify the procedure to be followed in case of suspected adverse reaction
  - 2.6 Provide instructions on the use of an Epi-pen (or similar)
3. All medication must be sent to the school in the original container.
5. No employee shall provide any prescription medication to any student unless the above conditions have been met.
6. A medication log will be kept for each student where employees are involved in the provision of any medication. This log will include all medication details.
7. Parent(s) may request that non-prescription medication be provided to a student during school hours if the student is not old enough to self-administer the medication or there are other compelling reasons that require the involvement of staff. A Medical/Personal Care Request form must be completed for each non-prescription medication. The following must be in writing under the signature of a physician.

- 7.1 Specify the time(s) at which such medication should be provided
- 7.2 Specify the exact dosage and method of provision
- 7.3 Specify storage instructions (including the need for security, refrigeration, etc.)
- 7.4 Specify the duration of the treatment
- 7.5 Specify the procedure to be followed in case of suspected adverse reaction
- 7.6 Provide instructions on the use of an Epi-pen (or similar)

The involvement of staff is predicated on a staff member being willing to undertake the functions required or upon such a staff member being hired through appropriate funding.

8. All medications will be kept in a secured and locked location.
9. Bus drivers are to be notified of any potential health problems that may occur while the student is being transported. This information shall be updated annually, or as circumstances change. It is the responsibility of the Principal or designate to provide this information.
10. Staff members who render assistance to a student who is ill, injured or unconscious as a result of accident or emergency may be protected from legal action as outlined in Section 2 of the Emergency Medical Aid Act. Furthermore, all employees are protected by the Division's liability insurance when acting within the scope of their approved duties.

Reference: Section 60, School Act

Emergency Medical Aid Act, Section 2

Cross Reference: Administrative Procedure 318 – Consent to Medical Treatment