

## Administrative Procedure 4010

### ***Administration of Medication***

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**Board Governance Policy Cross Reference:** [1, 12, 13](#)

**Administrative Procedures Cross Reference:**

[Accidents-Students](#)

[Anaphylaxis and Life Threatening Allergies](#)

[Unified Referral and Intake System \(URIS\)](#)

[Hazardous Materials Management](#)

**Form Cross Reference:**

[Medication Administration Record](#)

[Request to Administer Medication Form](#)

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**Legal/Regulatory Reference:**

[Manitoba Unified Referral and Intake System \(URIS\)](#)

[The Education Administration Act](#), section 4(1)(o.1)

[The Public Schools Act](#), section 47.3

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The Interlake School Division (ISD) strives to ensure safe, supportive environments for children with special health care needs. The Division acknowledges the fact that certain students may require prescribed medication during the school day in order to function as near to their potential as possible.

The Division also realizes that the administration of prescribed medication by the parent/legal guardian of the child, or by appropriate medical authorities is not always possible at the prescribed time during the school day. In this regard, the Interlake School Division will attend to the administering of prescribed medication provided that, and only if, parent(s) or legal guardian(s) of the pupil meet all the prerequisites as identified in this procedure (see Parents/Guardians in Section A).

The procedures for accepting, administering, recording and dispensing prescription medication also apply to over the counter medication, regardless of duration or means of administration (see Section D below).

Under circumstances in which a child is able to safely, competently and consistently manage his or her own medication administration, that child may be considered exempt from the medication administration procedures.

These procedures **apply to all prescription and over the counter medication other than those covered in the [Unified Referral and Intake System \(URIS\)](#) (e.g. Asthma, Anaphylaxis, Diabetes, Seizure Disorders)**

#### **A. Parents/Guardians**

Parents shall provide the school with a [Request to Administer Medication Form](#) which shall include:

1. A copy of the prescription and recommended dosage.
2. The physician's requirements specifying frequency and method of administration.
3. Pharmacist's description of anticipated reactions of the child to the prescribed medication.
4. Pharmacist's signature.
5. Parental permission and signature approving the administration of the prescribed medication.
6. An outline of the method for delivering medication to the school by a responsible adult upon request from the school.

Parents shall notify the school immediately if medication is no longer required and shall complete a new Request to Administer Medication Form each school year and whenever the physician changes the prescription.

#### **B. Schools**

1. Schools shall designate a specific, locked and limited access storage space within the administrative area of the school to store the medication. If refrigeration is required, the medicine must be kept in a secure refrigerator.
2. Medications that may be required urgently shall not be stored in a locked location. Such medication shall be carried at all times on the person of the child or the adult responsible to administer the medication. Such medication includes, but is not limited to:

- Inhalers
- Adrenaline auto-injectors (e.g. EpiPen)

See [Anaphylaxis and Life Threatening Allergies](#) for further information.

3. Schools shall ensure that there is a copy of the Request to Administer Medication Form in the pupil's file and a copy is available for immediate reference for the Principal and/or staff designated by the Principal to administer the prescribed medication. This should be kept close to the medication storage space.
4. Schools will refuse to administer prescribed medication to any child whose parent(s) or legal guardian(s) have not fully completed the approved Request to Administer Medication Form.

5. A specific staff member shall be designated by the Principal to administer the medication to the student on a regular basis. If the substitute is in charge of a pupil requiring prescribed medication, the Principal, or his/her designate who has full knowledge of the facts shall administer the medication.
6. This procedure is restricted to the administration of prescribed medication which can be taken orally (e.g., pills) or which can be applied externally.
7. The school should check to make sure that the medication carries the official label from the pharmacy stating the child's name, physician's name, name of the drug, dosage to be administered and the time of the day it is to be given.
8. A [Medication Administration Record](#) shall be kept for any student to whom medication is being administered at the school. The following information shall be recorded each time medication is administered:
  - date and name of administration;
  - identity of person administering medication;
  - any relevant comments or observations.

A binder will be maintained by a designated school staff member who will record and track the administration of the medication including any relevant health related information.

9. Note any variations from the prescribed administration plan (e.g. omission of a dose, overmedication, administration of an incorrect medication, or refusal by the child to take medication) and notifying the parent/guardian to consult with them in order to develop an appropriate action plan. If the parent/guardian cannot be contacted and a health risk may be present, the school shall contact the person designated as an alternative by the parent/guardian on the [Request to Administer Medication Form](#), the dispensing pharmacist, or the prescribing physician.
10. Return any discontinued or stale-dated medication to the parent/guardian if possible, or if returning the medication is not possible, then disposing of it according to [Hazardous Materials Management](#) guidelines.
11. Staff should be cognizant of the fact that the adoption and implementation of this procedure does not preclude the staff member's liability to court action if an error is made in administering the medication.

### **C. Planning for Offsite Programs and Activities**

Children who require medication administered while attending school may accompany other children on offsite programs and activities. For such children, each activity should be documented in consultation with families and, in some cases, a school planning team. These medication administration procedures may be adapted to permit children with medication administration needs to be included. In general, consideration should be given to:

1. Necessity – medication should only be administered on an offsite activity if necessary.
2. Care and Control – except for inhalers and auto-injectors, medications should be in the care and control of a responsible adult.

3. [Medication Administration Record](#) - the record should be completed by the person responsible for the administration of medication upon return from the activity.
4. Emergency Communication – there should be reasonable and appropriate access to a telephone, cellular phone or radio communication during an excursion.
5. Emergency medical response – emergency medical response must be determined and considered reasonable by the parent or guardian and Principal in consultation with other members of the medical team if requested.

#### **D. Over the Counter Medication**

Families may request that an over the counter medication be administered to a child in a school. Over-the-counter medication administration must also be governed by physician's instruction. An over the counter medication requires:

- a dispensing label from a pharmacy; and/or
- clearly written instructions from a physician with the medication in the original container and delivered by a responsible adult;
- over-the-counter medication shall not be administered by any employee in a school unless:
  - [Request to Administer Medication Form](#) has been completed by the parent or guardian;
  - the first dose of an over-the-counter medication has been administered at a place other than the community setting and has been well tolerated; and
  - conditions for acceptance have been met. i.e. medications have a finite usable period of effectiveness. Parents or guardians shall be responsible for replacing expired medications, as well as the removal and disposal of expired medication.

#### **E. First Aid**

School staff shall not apply any external antiseptics such as mercurochrome to injuries sustained by students. In the case of minor cuts or abrasions, the wound is to be washed, cleaned with peroxide and, where necessary, a sterilized bandage applied. In the case of serious cuts or other injury, the child is to be referred to a physician for treatment.

Acetaminophen (e.g., Tylenol) may be administered if prior written consent or immediate verbal consent is obtained from the parent/guardian. Any other form of internal medication should not be administered without prior written consent from the parents and the family doctor.

Note: Acetylsalicylic acid (ASA) is not to be used because of the possibility of allergic reaction.

In the event a student is demonstrating any symptoms of illness, the parents of the student shall be contacted. If it is deemed advisable that the student return to his home, such arrangements shall be made. Under no circumstances is a student to be sent home unless a responsible adult is at the home to receive the student. Students at the elementary grade level shall be picked up by a responsible adult or accompanied to their home by a responsible adult.