

School District #62 (Sooke)

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| ADMINISTRATION OF MEDICATION | No.: C-428 |
| | Effective: Nov. 14/95 Revised: May 13/97 |

ADMINISTRATIVE REGULATIONS

PROCEDURES

1. Designated staff shall administer medications to students only if all of the following conditions are met:
 - 1.1 The medication is required while the student is attending school;
 - 1.2 A parent has requested the school's assistance and has signed a release concerning administration of medication (HLTH Form 41);
 - 1.3 The Administrative Officer, designated first aid attendant and public health nurse have been notified so that a school plan of action is developed;
 - 1.4 An employee designated to administer medication to a student has been given child-specific training by appropriate professional health care personnel, to the satisfaction of the employee and the health care professional;
 - 1.5 All prescribed medication must be in original labelled containers, accompanied by appropriate instructions. It is to be kept in a secure but normally unlocked place during school hours and locked at other times. If direct supervision of the storage place during school hours is not possible, then the storage place is to be locked with the location of the key to be known and readily available to those designated to administer medication.
2. Detailed guidelines for the administration of medication are given below. Administrative Officers shall ensure that these guidelines are made available to all staff and others who may be called upon to administer medication and are reviewed with all staffs at least once annually, at the start of the school year.

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION

1. Who Administers Medication?

For certain students it is essential that medication be administered during school hours. In such circumstances it is the Administrative Officer's responsibility to ensure that a staff member is clearly identified to carry out this task. This duty may, therefore, fall to Administrative Officers, teachers, designated first aid attendant, school secretaries, teaching assistants, bus drivers, or other staff members. Parents of older students may choose to allow them to administer their own medication. In administering medication to students, care must be taken to ensure appropriate privacy and to avoid drawing attention which might embarrass a student.

"Administration", in addition to its literal sense, includes dispensing medication as well as assisting and supervising students who take their own medication.

2. Types of Medication

2.1 Prescribed: Most requests received by schools involve the routine administration of a prescribed medication for chronic conditions such as asthma, epilepsy, allergies, attention disorders, etc. These are normally given in a standard dosage and most at preset times.

Note: Schools should honour such requests and adhere to the guidelines contained in these regulations. Short term medication such as antibiotics, should only be administered if the school is directed to do so by a physician, confirmed in writing.

2.2 Non-prescription: Sometimes parents or students will request that a school administer over-the-counter drugs such as aspirin or cough syrup. Such medications are not generally prescribed by a physician and dosages are not clearly defined.

Note: Schools should not administer medication under such circumstances.

2.3 Emergency: Some students may require the administration of medication in life-threatening or extreme emergencies such as an allergic reaction to bee venom **or peanut butter**. Such situations are generally well defined and result from a known pre-existing condition.

Note: District staff are obliged to administer such emergency care and should follow the guidelines contained in these regulations.

3. Permission

Prior written permission must be obtained from both the parent and family physician using Ministry of Health form HLTH 41 (available from the Public Health Nurse). The Public Health Nurse must review the form upon completion. This form must be updated every year.

4. Storage

Medication should be brought to school in a container appropriately labelled by a pharmacy or physician. It is the parent/guardians' responsibility to see that the supply is maintained. Clear

precise instructions for administration should be kept with the medication. These should be stored out of the reach of students in a designated place which is cool, dry and dark. Emergency medication should be easily accessible to authorized staff. It should be locked up during school hours only when the direct supervision of the designated storage place by a staff member is not possible. In those cases, the location of the key to the locked storage space must be known and available to the staff member(s) designated to administer medication.

5. **Recording**

A record of all medication administered must be kept on a form, (see sample attached) which should be stored with the medication. This applies to both routine and emergency situations. Those administering medication should refer to this form prior to any administration of medication, especially if they have any questions or are unsure if a student has received medication.

6. **Communication**

In the case of an anaphylactic reaction, it is important for staff members to deal with the reaction immediately, then to call 911 as soon as possible, and finally to contact the parent or guardian. There is no danger in responding quickly to the onset of a reaction, and grave danger in reacting too slowly.

In all emergencies, a staff member should contact the parent or guardian as quickly as possible. To this end, the appropriate telephone numbers should be available on the student's permission form and record of medication. If deemed necessary, 911 should be called.

Note: Staff should communicate immediately with parents and physicians concerning any problems encountered with medication. This is particularly important where the dosage may need to be regulated following a trial period.

7. **Teacher-On-Call**

When a teacher-on-call takes responsibility for a class, he/she shall receive a copy of medical information about any child in that class, who either regularly or in an emergency may require medication. This should include where necessary, any symptoms the teacher may need to be aware of.

8. **Bus Drivers**

Bus drivers must be informed about any students who may require the administration of medication while on the bus, especially students subject to anaphylactic reactions. It is the parent's responsibility to ensure that emergency medication (eg. auto-injector) is available on board the bus except where the school provides it for school sponsored field trips, as noted in item 9, Field Trips (below).

9. **Field Trips**

School staff supervising field trips must be aware of any students requiring medication during this period, including the reason for the medication, name of the medication, time(s) medication is required and dosage; and shall ensure administration of medication and maintain a record of the administration. This should include emergency medication such as ANA kits.

10. **Emergency Administration**

The following guidelines apply to all medical emergencies arising from a pre-existing condition, whether or not treatment involves the administration of medication.

- 9.1 The parents of all students should be canvassed each September to determine if there are any students who have medical conditions which may require specific emergency treatment and if so, the parents' signature will be obtained authorizing the procedure. The student verification or registration form should provide for this information. Schools may wish to use the sample letter attached as a reminder to parents. Parents are required to upgrade information if there is a change of medication or frequency of medication.
- 9.2 In those situations where such conditions exist, the Public Health Nurse should be contacted and the appropriate public health form completed. A copy of this form and guidelines for its use are available from the Public Health Nurse.
- 9.3 Procedures for dealing with specific emergency situations such as seizures and anaphylactic reactions must be discussed with staff and posted appropriately. Administrators and nurses should arrange to provide true to life demonstrations of approved processes for dealing with these emergency reactions. These demonstrations must be conducted at least once each year while an at risk student is registered at the school.
- 9.4 Administrators and nurses are expected to ensure that an up-to-date supply of auto-injectors, provided by the parents, is available in an easily accessible, unlocked area of the child's classroom and/or in a central area of the school and on the bus the child rides to and from school, where applicable.

10. **Other Medical Procedures**

In cases where medication is to be administered through injection or where other specialized medical procedures are involved (i.e. catheterization, ostomy care, etc.), a health care plan **must** be drawn up in consultation with the school's Public Health Nurse **before** the student is admitted. Administrative Officers who encounter such situations should contact the Special Education Department for further clarification.

11. **Liability**

Section 113 of the School Act indemnifies all School Board employees against liability claims arising out of the performance of their duties.

This sample letter might be used in a newsletter to remind parents of our policy regarding the dispensing of medication at school.

Re: Treatment of students with medical problems

The school district seeks to maintain uniform, safe and efficient ways of dispensing medications at your school. If your child requires medication at school and you have not completed the required form, "Request for Administration of Medication at School, HLTH 41", it is imperative that you do so. This form is available upon request from your child's school. The school cannot administer any medication unless this form is completed. Please have the form completed by the doctor prescribing the medication for your child, sign the form yourself and return it to the school administration as soon as possible.

We require you to complete a new "Request for Administration of Medication At School" form at the start of each school year because your child's need for medication may change as may the dosage and means and timing of administration. This annual request also assists the Public Health Nurse in her yearly review of the medical needs of students.

The school will not administer non-prescription drugs, (i.e. aspirin, cough syrup), or short term medication such as antibiotics unless authorized to do so by a physician, confirmed in writing.

These procedures comply with School Board Policy No. C-428 regarding administration of medication.

This sample letter might be used near the end of the school year to remind parents to pick up their child's prescribed medication which has been kept at school.

The end of the school year is fast approaching. This is a reminder to pick up _____'s prescribed medication _____, which has been kept at school.

Parent(s) (guardian) please pick up the medication from the school secretary _____, before _____.

If _____ needs medication to be given during school hours in the future, please have your doctor complete the enclosed "Request for Administration of Medication At School" form (Section B). Complete and sign Section A and C yourself. Return it to the Public Health Nurse at your child's school, along with the medication during the first week of school.