



**AP XXX** Request for Administration of Medication

---

Legislative References:

Policy Reference:

Collective Agreement References:

Date:

## **RE: FORMER POLICY 4010 REQUEST FOR ADMINISTRATION OF MEDICATION**

Designated school staff shall administer medication to students in accordance with specific documented medical authorization, instructions and treatment procedures.

1. Designated school staff may administer medications to students for a potentially emergent situation only if 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 (refer to No. 2);
  - 1.3 the Administrative Officer 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 and the parent or guardian;
  - 1.5 prescribed medication is to be kept in a central, easily accessible, unlocked cabinet with appropriate instructions;
  - 1.6 children at risk of anaphylaxis who have demonstrated maturity should carry one auto-injector with them at all times and have a back-up auto-injector at the school in the central location. For children who have not demonstrated maturity, their auto-injectors will be stored in the designated school location.
2. A "Request for Administration of Medication at School", forms MA01 and 02 must be completed by the parent giving all pertinent information concerning their child's medication, with the prescribing physician completing the appropriate section of this form (refer to 1.2).
3. The School Administrator, in cooperation with the Public Health Nurse/Doctor, will ensure a plan of action is developed for the care of the student.
4. The School Administrator shall ensure that:
  - 4.1 A master list of students who use medication(s) and school staff trained and authorized to administer medications is kept in a secure but accessible place in the school office;



- 4.2 Copies of all forms returned by parents are attached to the students' permanent record file
5. School staff are not to administer non prescribed medication or provide any medical services other than first aid, to any student.
6. 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 required and dosage; and shall ensure administration of medication and maintain a record of the administration.
7. At the beginning of each school year, the following text shall be communicated to all parents in a special letter;

Re: Treatment Of Students With Medical Problems

The School Administration is trying to maintain uniform, safe and efficient ways of dispensing medications at school. If your child requires medication at school and you have not completed the required form, "Request for Administration of Medication at School, (Form MA01) 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 Administrator as soon as possible.