



Turtle River School Division - Administrative Procedure

Section B – School Administration Administration of Medication

Administration of Medication

Turtle River School Division encourages parents/guardians to take full responsibility for administering medication to their children. Whenever possible, arrangements should be made with the child's physician to administer medication outside of school.

Conditions for Accepting Medication for Administration by School Personnel

When it is necessary for a student to take medication during school hours, the following conditions must be met.

- *Parent's Request to Administer Medication Form*
 - must be completed by the parent/guardian for each school year and for each medication.
 - School personnel designated to administer medication shall complete the *Medication Administration and Tracking Record*.
 - Records shall be maintained for one year.
- First Dose Requirement
 - The first dose of any medication must not be administered at school. Parents/guardians are responsible for ensuring the first dose is well-tolerated without adverse reactions
 - This condition does not apply to emergency medications, such as adrenaline auto-injectors (anaphylaxis), asthma relievers, or seizure rescue medication
- Delivery and Labeling of Prescribed Medication
 - Medication must be delivered by the parent/guardian or a designated adult in the original pharmacy-labeled container. The label must include:
 - Date the prescription was filled
 - Student's name
 - Prescribing physician's name
 - Pharmacy name
 - Medication name
 - Dosage
 - Frequency and method of administration.
 - If requested, pharmacies can provide two labeled containers: one for school use and one for home.
- Over-the-Counter Medication Requirements
 - Must be delivered in the original container with written instructions from the child's physician. The instructions must clearly indicate:
 - Date

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- Prescribing physician's name
- Student's name
- Medication name
- Dosage
- Frequency and method of administration
- This information may be provided on a pharmacy label, through written instructions signed by the physician, OR by the physician signing the *Parent's Request to Administer Medication Form*.
- Proper Dosage Requirement
 - Medication must be provided in the correct dosage. Pills requiring a partial dose must be pre-cut before delivery.
 - Liquid medication must include a measuring device for accurate dosing.
- Administration Timing
 - Medication will be administered only at the time specified on the *Parent's Request to Administer Medication Form*.

Parent/Guardian Responsibilities

Parent/Guardians must:

1. Complete the *Parent's Request to Administer Medication Form*.
2. Ensure the first dose has been administered and well-tolerated (emergency medications are exempt).
3. Provide accurate medication information and notify the school in writing of any changes in dosage or administration time.
4. Instruct their child to report to the designated time and location for medication administration.
5. Educate their child on self-administration and storage of medication, if applicable.
6. Provide an adequate supply of medication in the proper dosage. Ideally, a one-month supply should be provided for long-term administration.
7. Supply medication to the child if they are responsible for carrying it.
8. Collect any unused medication at the end of the school year.

School Responsibilities

1. Designate Staff for Administration
 - a. At least two personnel shall be assigned each year to administer medication.

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- b. Preferably, this should be done on a voluntary basis.
 - c. Students, including siblings, cannot administer medication
- 2. Policy Awareness and Training
 - a. Ensure all designated personnel understand this policy and its procedures.
- 3. Record Keeping
 - a. Maintain the following documentation:
 - i. *Parent's Request to Administer Medication Form*
 - ii. *Medication Administration and Tracking Record*
- 4. Policy Distribution
 - a. Provide a copy of this policy to all parents/guardians.

Personnel Responsible for Administering Medication

- 1. Complex Medication Administration
 - a. For complex needs (e.g., infusion pump, nasogastric tube, or injections other than adrenaline auto-injectors), medication shall be administered by a healthcare professional.
 - b. If a healthcare professional is unavailable, the student must stay home. If already at school, the parent/guardian or emergency contact will be asked to pick up the student at school.
- 2. Training Requirements
 - a. School personnel shall receive training from a registered nurse for the following:
 - i. Gastrostomy tube medication
 - ii. Inhaled asthma medication
 - iii. Adrenaline auto-injectors for anaphylaxis
 - iv. Sublingual lorazepam and intranasal midazolam for seizures
- 3. Permitted Administration Methods
 - a. Knowledgeable personnel may administer medication by:
 - i. Oral route
 - ii. Instillation (e.g., eye/ear drops)
 - iii. Topical application (e.g., ointments)
- 4. Access and Awareness
 - a. Designated personnel must be aware of:
 - i. Medication storage location
 - ii. Parent's Request to Administer Medication Form

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iii. Medication Administration and Tracking Record

5. Volunteers

- a. Volunteers are generally not permitted to administer medication.
- b. Exceptions during excursions may be made at the administrator's discretion.

Storage of Medication

1. Secured Storage

- a. Medications administered by personnel shall be stored in a locked location, except for emergency medications (e.g., inhalers, adrenaline auto injectors).
- b. Emergency medications must be carried by the student or stored in an easily accessible, safe location.

2. Labeling and Organization

- a. Medications for multiple students may be stored together but must be clearly separated and labeled with each student's name.

3. Access and Security

- a. Keys to the locked location must remain at the school and be accessible to authorized personnel.

Safety Procedures

1. Annual Training

- a. Designated personnel shall receive yearly training on the policy and emergency procedures.

2. Preparation and Verification

- a. Verify each administration by confirming:
 - i. Right medication
 - ii. Right student
 - iii. Right dose
 - iv. Right time
 - v. Right route

3. Record Keeping and Documentation

- a. Records must be completed immediately after administration.
- b. Medication Administration and Tracking Records are stored in the dispensing area.

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4. Unsuccessful Administration

- a. If administration is unsuccessful (e.g., refusal, incorrect dose), parents/guardians will be notified, and the appropriate action will be taken, including contacting medical professionals if necessary.

Excursions

- Medication administration may be adapted to ensure student safety during excursions.

Expiration and Disposal

- Parents/guardians are responsible for replacing expired medication and disposing of unused medication.

Procedures for Administering Medication

- Follow the physician's instructions and ensure proper verification and documentation for each administration.
- Communicate with parents if medication is running low or if administration was unsuccessful.

This policy ensures the safe and effective administration of medication to students during school hours, emphasizing parental responsibility, secure storage, trained personnel, and comprehensive record-keeping.

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