



Turtle River School Division - Administrative Procedure

Section D – Student Services Administration of Medication

Administration of Medication

Parents/guardians shall be encouraged to be fully responsible for the administration of medication for their child and to make arrangements with their physician to have medications administered outside of school hours whenever possible.

Conditions for Accepting Prescribed and Over-the-Counter Medication for Administration by School Personnel

When it becomes necessary for a student to take medication during school hours, it shall be in accordance with the following conditions.

- Parent’s Request to Administer Medication form shall be completed by the parent/guardian. This form is completed for every new school year and/or for each medication that requires administration by the school. The Medication Administration and Tracking Record shall be completed by staff members that are designated to administer the medication to the student. These records shall be maintained for one year.
- The first dosage of medication shall not be administered at school. It is the parent/guardian’s responsibility to ensure the first dose has been well tolerated prior to coming to school and no adverse reactions have occurred. Medication that may be required urgently (e.g. adrenaline auto-injector for anaphylaxis, reliever medication for asthma, rescue medication for seizures) is exempt from this condition.
- Prescribed medication shall be delivered to the school by the parent/guardian or designated adult in the original pharmacy labelled container which identifies clearly the information listed below.
 - Date the prescription was filled
 - Name of the student
 - Name of the prescribing physician
 - Name of the pharmacy
 - Name of the medication
 - Dose
 - Frequency and method of administration

The pharmacy label shall be on the container itself, such as medication bottle, tube, inhaler, etc., and not merely on the package. If requested, pharmacies will provide two original pharmacy labelled containers so that one container may be used exclusively in the school setting and the other one at home.

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- Over-the-counter medication shall be delivered to the school by the parent/guardian or designated adult in the original container along with written instructions from the child’s physician that clearly identifies the information listed below.
 - Date
 - Name of prescribing physician
 - Name of the student
 - Name of the medication
 - Dose
 - Frequency and method of administration

This information may be provided on a pharmacy label, by written instructions signed by the prescribing physician, OR by including the physician’s signature on the *Parent’s Request to Administer Medication* form.

- Medication shall be sent to the school in the proper dosage. If pills are to be taken in a dosage that is less than one pill, they must be cut to the appropriate size before being delivered to the school. Liquid medication shall be brought to school accompanied by a measuring device which shall provide the exact dosage.
- The school personnel shall only administer the medication at the time of day specified on the *Parent’s Request to Administer Medication* form.

Parent/Guardian Responsibilities

The parent/guardian is to make every effort to make arrangements with the student’s physician to have medication taken outside of school hours. When this is not possible, parents/guardians are responsible for:

1. Completing the *Parent’s Request to Administer Medication* form.
2. Ensuring that the first dose was administered and well tolerated prior to coming to school. Medication that is prescribed for an emergency situation is exempt from this condition.
3. Sharing accurate information regarding medication and notifying the school in writing of any changes in dosage or time of administration of medication.
4. Ensuring that their child has been made aware of their responsibility to report at the designated time and location in order for their medication to be administered.
5. Ensuring that their child has received the necessary information and training if they are to be responsible for the administration and/or storage of their own medication.

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6. Ensuring that an adequate supply of medication in the proper dosage is at the school or is brought to school each day and that it is replaced prior to expiry date. Ideally, a one-month supply of medication should be provided to the school when medication is to be given over an extended period of time.
7. Ensuring the child has been supplied with the medication when he/she is responsible to carry the medication on their own.
8. Picking up unused medication at the end of the school year.

School Responsibilities

1. Identifying a minimum of two school personnel each year that shall be responsible for the administration and management of medication on a regular basis for students who do not have an individually assigned school personnel. Preferably the school personnel assigned to administer medication shall do so on a voluntary basis. Medication cannot be administered by another student including the student’s sibling.
2. Ensuring that all school personnel designated to administer medication are knowledgeable about this policy and its procedures.
3. Ensuring that written records are maintained including:
 - a. *Parent’s Request to Administer Medication* form
 - b. *Medication Administration and Tracking Record*
4. Distributing this policy to parents/guardians.

Personnel Responsible for Administering Medication

1. Students that require complex administration of medication (i.e. via infusion pump, nasogastric tube, injection other than adrenaline auto-injector) shall be administered by a health care professional. In circumstances in which a medication must be administered by a health care professional, and that health care professional and appropriate substitute or delegate are absent for any reason, the student shall not attend the school setting. The child shall remain at home in the care and control of the parent/guardian. In the event that the child has already arrived at school, the parent/guardian or emergency contact person will be notified to pick up the child.
2. School personnel shall receive training by a registered nurse to administer medication by:
 - a. gastrostomy tube
 - b. inhaled medication for asthma
 - c. adrenaline auto-injector for anaphylaxis
 - d. sublingual lorazepam and intranasal midazolam for seizures

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3. School personnel that are knowledgeable on the needs of the student, the medication prescribed to the student, and the regulations outlined in this policy may administer medication by:
 - a. oral route
 - b. instillation of medication (i.e. eye/ear drops)
 - c. topical medication (i.e. ointment)
4. All school personnel responsible for administering medication shall be aware of the location of the medication, *Parent's Request to Administer Medication* form and *Medication Administration and Tracking Record* form.
5. School volunteers will not administer medication to students. Exceptions may occur during school excursions at the discretion of the school administrator.

Storage

1. Medications administered by school personnel shall be stored in a locked location with the exception of medication that may be required urgently.
2. Medication that may be required urgently shall be carried by the student at all times or in the case of a student not developmentally able to carry his/her own medication, it shall be kept in an unlocked, safe and accessible location. Such medication includes, but is not limited to, inhalers, adrenaline auto-injector, and rescue medication (e.g. lorazepam, midazolam).
3. A locked location may be a cabinet, cupboard, drawer, steel box, or other similar arrangements.
4. If a medication requires refrigeration, the locked location shall be, or shall be within, an operating refrigerator.
5. The key to the locked location shall be in the care and control of the person(s) responsible to administer the medications.
6. Regardless of the foregoing, the key to the locked location shall remain on the premises of the school at all times.
7. A spare key to the locked location shall be reasonably available, and every designated school personnel who administers medication shall be made aware of the location of the spare key.
8. Medications shall be stored separately and apart from any other material, supply, or objects in the locked location.
9. Medications for more than one student may be stored in one locked location. Each medication shall be separated by a clear physical means such as metal partitions, sealable plastic jars or boxes, or individual plastic bags. Each physical separation shall be clearly labeled with the student's name.

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Safety

1. School personnel designated to administer medication shall be trained on the procedures outlined in this policy on a yearly basis.
2. School personnel designated to administer medication shall be fully aware of:
 - a. specific details of medication administration for a student
 - b. location of the spare key to the locked storage location
 - c. location of the *Parent's Request to Administer Medication* for a student
 - d. emergency procedures relevant to the medication and student.
3. To prepare for administration of medication, school personnel shall:
 - a. wash their hands and implement procedures of routine practice
 - b. prepare supplies (e.g. measuring devices, installation appliances, etc.)
 - c. for each and every administration assure themselves of:
 - i. the right medication
 - ii. the right student
 - iii. the right dose
 - iv. the right time
 - v. the right route
4. School personnel shall read the label three times
 - a. when removing the medication from the locked storage location
 - b. before the medication is removed from its container
 - c. after the medication is removed from its container but before it is administered to the student
5. *The Medication Administration and Tracking Record* shall be stored in the area where the medication is dispensed.
6. Medications shall be returned to the locked storage location immediately after administration.
7. School personnel shall clean/wash any supplies, devices, or appliances used in the administration of medication.
8. School personnel shall wash their hands and implement procedures of routine practice as appropriate.

Record Keeping

1. Each student who is administered medication shall have a separate *Medication Administration and Tracking Record* for each medication administered.
2. The *Medication Administration and Tracking Record* shall be stored in the area where the medication is dispensed.

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3. Each record shall include the:
 - a. name of the student
 - b. name of school personnel administering the medication
 - c. date and time of the administration
 - d. outcome of the administration
 - i. successful
 - ii. refused
 - iii. missed
 - iv. otherwise unsuccessful
 - e. reason for unsuccessful administration and/or other comments (See next section entitled *Unsuccessful administration*).
4. The *Medication Administration and Tracking* form shall be completed immediately following each administration.
5. Medication shall not be initialed as given until complete.

Unsuccessful Administration

At times, the administration of medication may be unsuccessful. Some possible instances of unsuccessful medication administration include:

- refusal by the student
 - failure to administer medication
 - overmedication
 - incorrect medication
 - incorrect medication time (more than 30 minutes before or after the designated time of administration)
1. Parent/guardian shall be contacted and informed of the error in medication administration (can occur before or after administration).
 2. A course of action shall be determined in consultation with the parent/guardian. When incorrect medication or overmedication has been administered, actions may include contacting the student's physician, contacting Poison Control Centre and/or calling 911/EMS.
 3. If the parent(s)/guardian agency cannot be contacted, the school will contact the prescribing physician, the dispensing pharmacist, the emergency contact listed for the student, and/or the Poison Control Centre.

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Excursions

Students that require medication to be administered at school may attend excursions outside the school building. This medication administration policy may be adapted to permit students with medication administration needs to be safely included on an excursion.

N.B. There may be instances where medical services/emergency response cannot be provided in a timely and appropriate manner. In these individual cases, the school team and/or the parent/guardian may choose not to have the student participate in the excursion.

The school administrator will exercise his/her discretion to determine if volunteers may administer medication during an excursion.

In general, consideration should be given to:

- necessity – medication should only be administered during an excursion if it is necessary
- care and control – medication shall be in the care and control of a responsible adult except for emergency medication (e.g. adrenaline auto-injector, asthma reliever medication) which shall be carried by the student.
- storage – *Parent's Request to Administer Medication* and medication shall be carried and completed by the adult responsible for administering the medication during the excursion.
- record keeping – the *Medication Administration and Tracking Record* shall be carried and completed by the person responsible for administering the medication during the excursion.
- emergency communication – there should be reasonable and appropriate access to a telephone, cellular telephone, or radio communication during the excursion
- emergency medical response – emergency medical response must be determined and considered reasonable by the parent/guardian and administrator of the school, in consultation with medical team members, if requested.

Expiration and Disposal

- Medications have a finite usable period of effectiveness. The parent/guardian shall be responsible for replacing expired medications, as well as the removal and disposal of expired medication.
- It is expected that medication(s) will be taken home by the parent/guardian or another responsible adult for any school closure or student absence exceeding two weeks.

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- The school will dispose of any medication remaining at the school after June 30th in accordance with Workplace Hazardous Materials Information Systems (WHMIS) guidelines.

Procedures for Administering Medicine to Students

The principal shall review the medication administration request with the parents/legal guardians, designated staff member(s) as well as back-up designate, along with the procedures involved in administering a student's medication responsibly and safely. Medication may be administered as recommended and prescribed by the physician after all forms have been completed by the parent/guardian and the principal has initialed each one.

At the each time of administering medication to a student, the designated staff member will follow the procedures:

1. Review the student's prescription directions and dosage instructions from the physician on the medication bottle and the medication information form in the student's cumulative file and confirm that the medication belongs to said student.
2. Remove the appropriate dose from the prescription bottle and then close and return the bottle to the secured medication location.
3. Administer medication to student. Watch and ensure that it has been taken accordingly by said student.
4. Initial and record on the appropriate *Medication Administration and Tracking Record* the date and time the medication was administered.
5. Take note if the medication is running low. If less than 3 days of medication remains, a formal communication must be initiated and sent to the parent/guardian. A copy of this letter must be filed in the student's cumulative file with the other medication dispersal forms.
6. If medication is exhausted, then a final letter is sent to the parent/guardian indicating medication is out and that, until we hear from them, we assume that the medication is no longer required. This letter is also filed in the student's cumulative file.

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Turtle River School Division – Parent's Request to Administer Medication

1. Name of child: _____ Grade: _____

2. Date of Birth: _____ Teacher: _____

3. MHSC#: _____

4. Parents/Guardians:

Address (if different from above):

Work Phone Number: _____

Home Phone Number: _____

5. Emergency contact person during school hours:

_____ Phone: _____

Alternate emergency contact person:

_____ Phone: _____

6. Prescribing Physician: _____

Phone: _____ Office Address: _____

8. Dispensing Pharmacy: _____

Phone: _____ Address: _____

9. Name(s) of Medication(s):

10. Dosage and method of administration:

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11. Time of administration during child's attendance in school:

12. Start date of medication:

13. Stop date of medication (if applicable):

14. Confirmation that the first dose was administered at home or hospital:

15. Statement that the first dose was well tolerated by the child:

16. Storage requirements, if any:

17. Description of side effects:

18. Response to side effects:

• Note: Medication must be in original pharmacy labeled container.

Signature

Date

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