



## **Policy 800.3(7): PROCEDURES**

### **Policy 800.3: Administration of Medications to Students by Staff**

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#### **800.3(7.1) Over-the-Counter Medications**

School staff shall not supply nor administer over-the-counter medications to students, except where prescribed for an individual student by a physician.

#### **800.3(7.2) Parental Consent for Administration of Medications**

Parents/guardians are required to:

- 7.2.1 Deliver medications to the school;
- 7.2.2 Provide written consent for the administration of medications;
- 7.2.3 Ensure that the medications provided show instructions with:
  - a) The name of the medication;
  - b) The name of the prescribing physician;
  - c) The name of the student;
  - d) The date prescribed;
  - e) The dosage; and,
  - f) Administration times.

#### **800.3(7.3) Storage of Medications**

All medications that are stored at schools must be kept in a secure location with restricted access.

#### **800.3(7.4) Administration of Medications**

- 7.4.1 When school staff members administer medications they shall:
  - a) Record the administration of medications to individual students on an appropriate form/record sheet as determined by the school;
  - b) Sign the recording/log; and,
  - c) Administer medications only as prescribed.

**800.3(7.5) Self-administration of Medications**

- 7.5.1 Students in Grades Kindergarten to Nine (9) are only permitted to carry medications on their person or in their belongings, and to self-administer, when it is prescribed by a physician as necessary (eg. insulin pumps, auto-injectors, inhalers) and is done so with the knowledge of the school administrator or designate.
- 7.5.2 Schools may establish their own policies as to whether Level I-III students may carry and self-administer prescribed medications.

**800.3(7.6) Inappropriate Use of Medications**

Inappropriate self-administration, distribution or other use of medications by students may be grounds for disciplinary action.

**800.3(7.7) Disposal of Outdated Medications and Needles**

- 7.7.1 Outdated medications shall be returned to the parent/guardian for disposal and the return of the medications to the parent/guardian shall be documented.
- 7.7.2 If it is not possible to return the medications to the parent/guardian, appropriate steps to dispose of the medications shall be determined by the school administrator in consultation with the local public health division.
- 7.7.3 For occasions when needles have to be administered at school, appropriate steps to dispose of the needles shall be determined by the school administrator in consultation with the local public health division.

**800.3(7.8) Training for the Administration of Medications**

- 7.8.1 In the case of the administration of certain medications such as auto-injectors for anaphylaxis, school administrators are expected to make arrangements with the local public health division to offer training to staff members.
- 7.8.2 The school administrator and public health nurse can determine the appropriate staff members to be trained.