



**SECTION 3000 - STUDENTS
ADMINISTRATION OF MEDICATION**

The Lord Selkirk School Division recognizes that some students may require medication during the school day. Where the administration of this medication is not possible by parent, guardian or appropriate medical authority, the Division will administer medication only in the manner outlined in Divisional Regulations.

This policy has been developed and consistent with the following legislation:

- Government of Manitoba. (n.d.). Administration of Medication. Unified Referral Intake System (URIS) policies.

<https://www.edu.gov.mb.ca/k12/specedu/uris/policies.html>

Administration of medications is the most common health care intervention request made by families of schools. Medications may include oral, topical, eye drops, ear drops, and/or EpiPens.

These medication administration procedures include students, who by reason of insufficient age, maturation or physical or cognitive ability, are not able to manage their own medication administration. The administration of medication in a school must be a necessary administration for the health of the student.

The procedures for accepting, administering, recording and dispensing prescription medication also apply to patent or over-the-counter medication, regardless of duration or means of administration.

For a school to agree to administer medication, parents or guardians must provide all required information and meet all conditions established by the Division.

These medication administration procedures include:

- A description of who is included in the procedures;
- General conditions of accepting medication for administration;
- Record keeping procedures;
- Storage and disposal requirements;
- Response with respect to missed dosages and adverse reactions.

The administration of medication in a community setting must be a necessary administration. If a medication does not necessarily have to be administered in a community setting, then the administration should not occur. Schools should seek the co-operation of parents, the guardian agency and health care professionals in establishing medication administration schedules that do not require administration during school hours.

Prior to the administration of medication by an employee of a school, the parent/ guardian agency who has care and custody of the child must complete a "Medical Questionnaire" and an "Authorization for Administration of Prescribed Medication". This form is completed for every new school year and/or for each medication that requires administration by the school.

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General Conditions of Accepting Medication for Administration

Administration of medication in schools requires that several conditions be met. The purpose of these conditions is to promote the safety and well-being of the child, and to ensure that the school acts responsibly in accepting medication for administration.

These conditions are:

1. Completion of a "Medical Questionnaire" and an "Authorization for Administration of Prescribed Medication" form by the parent/guardian including confirmation that the first dose of a medication has been administered in the presence of the parent/guardian and has been well-tolerated, unless the student's Health Care Plan states otherwise.
2. In-person delivery of the medication to the school setting by a parent/guardian.
3. Medication shall be provided in the original pharmacy labeled container, which identifies clearly the:
 - a) Name of the child;
 - b) Name of the licensed medical practitioner;
 - c) Name of the medication;
 - d) Dose;
 - e) Frequency/time and route of administration;
 - f) Name of the pharmacy;
 - g) Date the prescription was filled.
4. Label must be on the container itself, such as medication bottle, tube, inhaler, etc., and not merely on the package.
5. If required, measuring implements must be provided.
6. Medications have a finite usable period of effectiveness. Parents/guardians are responsible for replacing expired medications, as well as the removal and disposal of expired medication.
7. Parents/guardians are responsible for ensuring a supply of medication is maintained.
8. Medication is the property of the child's family. It is expected that medication will be sent home with parents/guardians at the end of the school year.
9. Medication that is not picked up by a parent/guardian will be disposed of in accordance with Workplace Hazardous Material Information System guidelines.

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Medications presented to the school that do not meet these conditions of acceptance cannot be administered by any employee of the school. The parent/guardian would then retain full responsibility for administering the medication.

Storage Requirements

Storage and safety are important concerns when medications are administered in schools.

1. Medications administered in schools shall be stored in a locked location. A locked location may be a cabinet, cupboard, drawer, steel box or other similar arrangement.
2. The key to the locked location shall be kept in a secure location and shall remain on the school premises at all times.
3. A spare key to the locked location shall be reasonably available, and every designated employee who administers medication in the school during the normal course of their duties shall be made aware of the location of the spare key.
4. If a medication requires refrigeration, the locked location shall be a locked box within a refrigerator.
5. Medications for more than one child may be stored in one locked location. However, under this circumstance, each medication shall be separated by a clear physical means such as, but not limited to, metal partitions, sealable plastic containers, individual plastic zipper bags or appropriate equivalent. Each physical separation shall be clearly labeled with the child’s name.
6. Medications that may be required urgently shall not be stored in a locked location. These medications may be stored in an easily accessible location or carried by the child or responsible adult. Such medication includes, but is not limited to:
 - a) Inhalers;
 - b) Adrenaline auto-injectors (e.g. EpiPen).

Recommended Procedures

1. One employee in the school shall be designated to be responsible for administering medication to a child. In addition, a substitute or delegate employee shall also be identified to administer medication in the absence of the primary person. Volunteers shall not be designated to administer medication.
2. Each employee responsible for medication administration shall be fully aware of the:
 - a) Specific details of medication administration for a child;
 - b) Location of the spare key to the locked storage location;

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- c) Location of the "Authorization for the Administration of Prescribed Medication" form for a child;
 - d) The medication administration procedures specific to the school.
3. To prepare for administration of medication, the employee shall:
- a) Wash their hands;
 - b) Prepare supplies (e.g., measuring devices, installation appliances, etc.);
 - c) Assure themselves of:
 - The right medication;
 - The right child;
 - The right dose;
 - The right time;
 - The right method.
4. In each and every administration, the employee administering the medication shall read the label three times:
- a) When removing the medication from the locked storage;
 - 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 child.
- Note: If requested, pharmacies will provide two original pharmacy labeled containers. One container may be used exclusively in the school. This is recommended.
5. Each child who is administered medication shall have a separate "Medication Administration Record". These records shall be maintained for one year in the pupil support file. Each record shall include the:
- a) Name of the student;
 - b) Name of the medication, the dosage, route (e.g. oral), time of administration;
 - c) Signature of the person administering the medication;
 - d) Outcome of administration (initial indicates completed administration);

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- e) If medication administration is not completed, a reason must be given (e.g. absent, refused, missed, error).
- 6. The "Medication Administration Record" shall be completed immediately following each administration. Medication shall not be signed as given until complete.
- 7. Medications shall be returned to the locked storage location immediately.
- 8. These procedures must be reviewed annually with the designated employees by the principal or designate.

Error in Medication Administration

In instances where an error in medication administration has occurred:

- 1. Determine if the error is due to:
 - a) Missed administration;
 - b) Incorrect dosage;
 - c) Incorrect medication;
 - d) Incorrect medication time.
- 2. Contact the parent/guardian and describe the medication error.
- 3. A course of action should be determined in consultation with the parent/guardian which may include:
 - a) Contacting the child’s physician;
 - b) Having parent/guardian take the child home;
 - c) Taking the child to a hospital;
 - d) Another appropriate course of action.
- 4. If the parent/guardian cannot be contacted, the school will contact one or more of the following as appropriate to the situation:
 - a) The prescribing physician;
 - b) The dispensing pharmacist;
 - c) The emergency contact listed for the child;

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- d) The Poison Control Centre.

Planning Field Trips

These medication administration procedures may be adapted to permit children with medication administration needs to be included on field trips.

In general, consideration should be given to:

1. **Necessity** – Medication should only be administered on a field trip if necessary.
2. **Care and control** – Except for inhalers and auto-injectors, medications should be in the care and control of a responsible adult.
3. **"Medication Administration Record"** – The Record should be completed by the employee responsible for the administration of medication upon return from the field trip.
4. **Emergency communication** – There should be reasonable and appropriate access to a telephone, cellular phone or radio communication during a field trip.
5. **Emergency medical response** – The response must be determined and considered reasonable by the parent/guardian and principal in consultation with other members of the medical team if requested.

Over-the-Counter Medication

Over-the-counter medication shall not be administered by any employee in a school unless:

1. An "Authorization for Administration of Prescribed Medication" form has been completed by the parent/guardian.
2. The first dose of an over-the-counter medication has been administered previously and has been well-tolerated.

SELF ADMINISTRATION OF MEDICATION

When a student requires medication (prescribed or over the counter) to be administered at school on a regular basis and is able to safely, competently and consistently manage their own medication administration, self administration is possible under the following conditions:

1. The parent/guardian completes the Authorization for Administration of Prescribed Medication form;

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2. Prescribed medication is brought to the school in a pharmacy labelled container. Over-the-counter medication is brought to the school in its original container.

Students in elementary and middle school shall be required to have controlled substance medications (e.g. codeine, morphine) brought to the school by the parent/guardian or designated adult and stored in the school office or other adult only accessible locked location.

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