



Staff members are responsible for the safety of students within their care. As part of this responsibility, staff members will administer medications or carry out medical procedures for a student during school hours where these procedures have been prescribed by a licensed health care practitioner. Furthermore, before staff members volunteer to carry out these procedures, they shall be properly trained.

The principal shall be responsible for ensuring that an appropriate action plan is in place if staff members are not willing to carry out these procedures.

1. Administration of Medication or Medical Procedures

- 1.1. All medication provided to the school for administration to students must be prescribed by a doctor or any other individual with the medical authority to provide a prescription. This includes “over the counter medication.” For the administration of short duration medication, prescribed by the appropriate professional (i.e. antibiotics), the pharmacist label indicating the Doctor or Pharmacist name and dosage may replace the Doctor’s signature.

2. Investigation of Other Possibilities

- 2.1. Upon request, the principal shall ensure that there is no possibility that the medication and/or procedures can be administered at home rather than at school.

3. Authorization

- 3.1. At the start of each school year, principals shall notify parents/caregivers that a written request must be filed by them each year to have staff members administer medications and/or medical procedures at school.
- 3.2. The principal shall obtain signed authorization from the parent/caregiver and the physician to provide the service.



3.3. The authorization shall specify the medication, the dosage, the frequency, and method of administration, dates for which the authorization applies and the possible side effects, if any.

3.4. The storage and safe-keeping requirements for any labeled medication must be clearly indicated by the physician on ***Form 314 A1 – Physician’s Authorization and Request for the Administration of Prescribed Medication.***

4. Designated Persons to Administer

4.1. No staff member of the board shall be required to administer medication to students or to carry out medical procedures on them, with the exception of epinephrine or an Epi-pen.

4.2. The principal shall make appropriate arrangements with the student’s teacher or some other staff member willing to administer the medication.

4.3. Where possible, at least two alternate persons should be identified and briefed to administer the medication or procedure in the absence of the designated individual. All staff will be trained annually to administer epinephrine.

4.4. The principal shall ensure that each staff member who volunteers to perform a medical procedure on a student has been appropriately trained by a health care professional to carry out these duties.

4.5. The principal shall ensure that each staff member who administers medication has been appropriately trained to carry out this duty.

4.6. Notwithstanding Sections 4.4 and 4.5, the principal, after notifying the parent/caregiver, may seek advice or clarification from an appropriate health care provider or designate before a medical procedure and/or medication is administered.



5. Absence of the Designated Persons

- 5.1. In the event of the absence of the person(s) designated to administer the medication, the parent/caregiver shall be informed immediately that medication cannot be administered at the school or on a school approved trip during such absence(s).

6. Transportation of Medications to and from School

- 6.1 The manner of transportation of the medication shall be decided upon at the discretion of the principal and parent/caregiver.

7. File of Instructions

- 7.1. A file of medication instructions and or medical procedures and arrangements, and a log of administration is to be retained in the school office.
- 7.2. Such records shall include the current written request by the parent/caregiver and the supervising physician or other professional with the authority to prescribe medication, and the daily records of administration of medication or medical procedures by school personnel. See **Form 314 A1 – Physician’s Authorization and Request for the Administration of Prescribed Medication, Form 314 A2 – Authorization and Request for the Administration of Prescribed Medication, Form 314 A3 – Authorization and Request for the Administration of Epi-Pen, Glucagon, Emergency Seizure Medication, Form 314 B1 – Authorization and Request for the Administration of Medical Procedures, and Form 314 C – Daily Record of Medication or Procedure Administered to Pupils.**
- 7.3. The record of administration of medications shall include the student’s name, date, dosage given, time given, how dosage was given (spoon, syringe, mixed with food, etc.), the signature of the person who provided the medication, a physical description of the drug (pill, liquid, colour, etc.). See **Form 314 C – Daily Record of Medication or Procedure Administration to Pupils.**



- 7.4. The contact information of the parent/caregiver and physician or prescribing professional shall be readily accessible in the school in the file referenced in Section

8. Anecdotal Record

- 8.1. For students receiving medication at school, an anecdotal record of change in student behaviour must be kept at the school. Information in this record is confidential, and parents/caregivers should be informed immediately of any significant changes or concerns.
- 8.2. These records shall include significant changes in achievement, social behaviours, and behaviour indicative of possible side effects of the medication. See **Form 314 C – Daily Record of Medication or Procedure Administration to Pupils**.
- 8.3. All staff members in contact with this student shall be responsible for entries to this recorded, and be informed of its whereabouts.

9. Secure Location for Medication Within the School

- 9.1. All medication is to be kept in an appropriately accessible, visible, and secure location.
- 9.2. Medications shall be clearly labeled by the pharmacy and in their proper container.
- 9.3. Certain medications will require special storage. Schools shall work with the parent/caregiver to ensure special storage issues are resolved. If special storage arrangements are not available at the school, the parent/caregiver, in collaboration with the principal, shall make alternative arrangements for the storage and/or administration of the medication.

10. Self-Administration

10. 1. At the discretion of the parent/caregiver and physician, students may be given responsibility for self-administration and security of medication and/or medical



procedures at school.

11. Non-prescriptive Medication

11. 1. If a student requires pain medication during the school day, parent/caregiver must deliver the pain medication to the main office along with the proper consent form signed by parent/caregiver. A doctor's signature is not required. For all other non-prescriptive medication, they will not be administered at school unless conditions in Section 1.1 and 3.1 have been met.

12. Disposal of Medication

- 12.1. When the requested duration for the administration of medication is complete (See **Form 314 A1 – Physician's Authorization and Request for the Administration of Prescribed Medication**) the principal shall request that the parent/caregiver to retrieve the medication in a reasonable time.
- 12.2. If the medication is not retrieved by the parent/caregiver, the principal shall dispose of the medication in a safe and suitable manner. The principal is encouraged to reach out to the local pharmacy to determine the most appropriate way to dispose of certain medications.

13. Medication on Field Trips

- 13.1. The instructions outlined in the Administrative Procedure shall be followed for students requiring medication while on field trips.

14. Summer School

14. 1. The instructions outlined in this Administrative Procedure shall apply to summer schools run by the board with a separate authorization required for summer school.



15. Privacy

- 15.1. Medications or medical procedures shall be administered in a manner which allows for sensitivity and privacy, and which encourages the student to take an appropriate level of responsibility for their medication or medical procedures.

16. Unanticipated Medical Event

16. 1. Nothing in this procedure precludes staff members from taking appropriate actions in emergencies or unforeseen circumstances.

Legal References

Education Act S. 265 (1) (j) Duty of Care

Ontario Human Rights Code, Part 1, 2, (1), Part II, 10. (1), (a)

Sabrina's Law, 2005

Administrative Procedure 311 – Supporting Student with Prevalent Medical Conditions