



File JFG

ADMINISTRATION OF PRESCRIBED MEDICATION AND MEDICAL PROCEDURES

A. PRESCRIBED MEDICATIONS

The Portage la Prairie School Division acknowledges the fact that certain students may require prescribed medication during the school day. The Division also realizes that the administration of the medication by the parent or legal guardian of the child is not always possible at the prescribed time during the school day.

In such circumstances, the Division will attend to the administering of the prescribed medication provided that, and only if, the parent(s) or legal guardian(s) of the pupil meet all prerequisites as identified below in section one.

These procedures apply to students whose age requires the assistance of school staff. Students should be responsible for the administration of their medication as soon as they are capable of accepting this responsibility.

Responsibilities of Parents/Legal Guardians

- a) Parents/legal guardians shall provide the school with an “Administration of Prescribed Medication” form (see JFG-E1 which shall include):
 - i. parent/legal guardian’s request and signature approving the administration of the prescribed medication.
 - ii. an outline of the method for delivering the medication to the school.
- b) It is the responsibility of the parent/guardian to see that the medication is delivered safely to the school office. **Oral medication must be in blister packs.**
- c) Parents/legal guardians shall notify the school immediately and followed in writing if the medication is no longer required.
- d) Parents/legal guardians shall complete a new “Authorization for Administration of Prescribed Medication” form each year and whenever the Physician changes the prescription.

Responsibilities of the School

- a) The school shall designate a specific locked and/or limited access storage space within the school to store the medication.
- b) A specific staff member shall be designated by the Principal to administer the medication to the student on a regular basis.



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- c) The school shall ensure that there is a copy of “Authorization of Prescribed Medication” form in the pupil’s cumulative file and a copy available and kept close to the medication storage space for immediate reference by the designated person to administer the medication.
- d) The school shall check to ensure that the medication carries the official label from the druggist stating the child’s name, Physician’s name, name of the drug, the dosage to be administered and the time of day it is to be given.
- e) The school may refuse to administer prescribed medication to any child whose parent or legal guardian has not fully completed the approved “Authorization for Administration of Prescribed Medication” form.
- f) An Individual Medication Record shall be kept for any student to whom medication is being administered at the school (JFG-E2). The following information shall be recorded each time medication is administered.
 - i. date and time of administration
 - ii. identity of person administering the medication
 - iii. any relevant comments or observations
- g) If the designated person is not available to administer the medication, then the Principal or someone who has full knowledge of the facts shall administer the medication.
- h) If a student will not take the prescribed medication, the Teacher shall notify the Principal. The parent/guardian (or other person designated on the “Authorization for Administration of Prescribed Medication” form) shall be contacted immediately and if not available the Physician should be contacted if the school deems it necessary.
- i) Medication that is discontinued shall be returned to the parents.
- j) Staff should be cognizant of the fact that the adoption and implementation of this policy does not preclude the staff member’s liability to court action if an error is made in administering the medication.

Special Medication Requirements

This policy is restricted to the administration of prescribed medications which can be taken orally or which can be applied externally. The following exceptions may be made following development of an individual plan for administration:



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- a) Juvenile Diabetes - assistance in administering of insulin by specially trained staff member who has attended the required in-services and with the signed consent by the child's parent or legal guardian.
- b) Asthma - children with Asthma who are prescribed inhaled medications to relieve or prevent their symptoms should be allowed to carry their own inhalers. If the parents feel that their child may lose the inhaler, arrangements should be made for the inhaler to be kept in an easily accessible site in the school which is no more than 5-10 minutes away from the student at all times. Parents need to consider arrangements for inhalers when children are involved in school activities away from the school.

If a child who has asthma inhales asthma medication (bronchodilators and/or anti-inflammatories) prescribed to another child, he/she will suffer no serious side effects. In the event of an asthma attack, a child may therefore use another child's asthma medications if he/she does not have access to his/her own asthma medications.

If a child who does not have asthma inhales asthma medications (bronchodilators and/or anti-inflammatories) for whatever reason, he/she will suffer no serious side effects.

All staff are to be advised that students with asthma who bring "inhalers" to school are allowed to carry them with them at all times.

B. FIRST AID

School staff shall not apply any external antiseptics such as mercurochrome to injuries sustained by students. In the case of minor cuts or abrasions, the wound is to be washed, cleaned with soap and water and, where necessary, a sterilized bandage applied. In the case of serious cuts or other injury, the child is to be referred to a Physician for treatment.

Acetaminophen (e.g. Tylenol) may be administered, if prior written consent or immediate verbal consent is obtained from the parent/guardian. Any other form of internal medication should not be administered without prior written consent from the parents and the family doctor.

Note: Acetylsalicylic acid (ASA or aspirin) is *not* to be used because of the possibility of allergic reaction.

In the event a student is demonstrating any symptoms of illness, the parents of the student shall be contacted. If it is deemed advisable that the student return to his/her home, such arrangements shall be made. Under no circumstances is a student to be sent home unless a responsible adult is at the home to receive the student. Students at the elementary grade level shall be picked up by a responsible adult or accompanied to their home by a responsible adult.