



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

In such circumstances, the Division will attend to administering the prescribed medication provided that, and only if, the pupil's parent(s) or legal guardian(s) 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 administering their medication as soon as they are capable of accepting this responsibility.

Responsibilities of Parents/Legal Guardians

1. Parents/legal guardians shall complete the form [Administration of Prescribed Medication](#)
 - a. The parent/legal guardian's request and signature approve the administration of the prescribed medication.
 - b. An outline of the medication delivery method to the school is needed.
 - c. It is the parent/guardian's responsibility to ensure that the medication is delivered safely to the school office.
 - i. 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.
 - ii. Liquid medication shall be brought to school accompanied by a measuring device that gives the exact dosage.
2. Parents/legal guardians shall notify the school immediately and followed in writing if the medication is no longer required.
3. 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

1. The school shall designate a specific locked and/or limited access storage space to store the medication.
2. The principal shall designate a specific staff member to administer the medication to the student on a regular basis.

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3. The school shall ensure that a copy of the "Authorization of Prescribed Medication" form is in the pupil's cumulative file and that a copy is available and kept close to the medication storage space for immediate reference by the designated person to administer the medication.
4. The school shall check to ensure that the medication carries the official label from the pharmacist stating the child's name, Physician's name, drug name, dosage to be administered, and time of day it is to be given.
5. 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.
6. An Individual Medication Record form: [Medication Record](#) shall be kept for any student to whom medication is administered at the school. The following information shall be recorded each time medication is administered.
 - a. date and time of administration
 - b. identity of person administering the medication
 - c. any relevant comments or observations
7. If the designated person is not available to administer the medication, the Principal or designate who has full knowledge of the facts shall administer it.
8. The designate shall notify the Principal if a student does not take the prescribed medication. The parent/guardian (or other person designated on the "Authorization for Administration of Prescribed Medication" form) shall be contacted immediately. If unavailable, the Physician should be contacted if the school deems it necessary.
9. Medication that is discontinued shall be returned to the parents.
10. Staff should be aware that the adoption and implementation of this policy do not preclude a staff member's liability to court action if an error is made in administering the medication.

Special Medication Requirements

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

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- a. Type 1 Diabetes - assistance in administering of insulin by specially trained staff member who has attended the required training and with the signed consent by the child's parent or legal guardian.

FIRST AID

1. School staff shall not apply external antiseptics such as mercurochrome to student injuries. In the case of minor cuts or abrasions, the wound is to be washed and cleaned with soap and water and, where necessary, a sterilized bandage applied. In the case of severe cuts or other injury, the child must be referred to a Physician for treatment.
2. Acetaminophen (e.g. Tylenol) or Ibuprofen (Advil) 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.
 - a. Note: Acetylsalicylic acid (ASA or aspirin) is not to be used because of the possibility of allergic reaction.
3. In the event a student demonstrates any symptoms of illness, the parents of the student shall be contacted. If the student is deemed advisable to 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.

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