

1. Under normal circumstances, employees of the Division shall not administer any medicine or drugs to students or other employees.
 - 1.1 Even Over-the-Counter (OTC) non-prescription medications, such as Tylenol, aspirin, ointments, and cold remedies should not be given without prior written permission of the child's parent or guardian.
2. The School Principal will establish procedures and precautions to safeguard medications and their administration to students using the following guidelines.
3. When a parent makes the request in writing, a school staff member may administer medicines or drugs required by a particular student, provided the following conditions are in place:
 - 3.1 Written and signed consent from the parent is received.
 - 3.1.1 Use [Form 5-23 Medication - Parent Consent](#)
 - 3.2 If specifically requested in writing, the School Principal or delegate may supervise a student administering prescribed drugs to him/herself or administer prescribed drugs pursuant to a Doctor's instructions.
4. When conditions require the administration of OTC medications, the staff member must obtain parental consent.
 - 4.1. Complete [Form 5-26 Medication Administration Record for Over the Counter Medications](#)
 - 4.2. Form 5-26 has written guidelines and processes to follow, prior to administration, which include parent contact.
5. Designation of staff to administer medication to students.
 - 5.1. Preferably and ideally, health personnel should be designated to administer medication to students at school, if available.
 - 5.2. One member of the school staff should be designated to be responsible for the administration of medication.
 - 5.3. School Principals shall ensure that staff administering medication has appropriate training.
 - 5.4. Only the staff who are trained to administer medication or drugs shall be assigned the responsibility to do so.
 - 5.5. An alternate staff member needs to be trained and available in case of the absence of the primary.
6. Requirement to complete full process of administering the medication.
 - 6.1. Once the process of administering medication has been initiated by the person responsible, that person must follow through to completion.
 - 6.2. **No Other staff member shall administer medication which was prepared by someone else.** That is, the person who has prepared the medication must administer it.

7. Communications and Record Keeping:
 - 7.1. All information concerning medications, written permissions, etc. should be easily accessible in the classroom and in the school office.
 - 7.2. Teachers need to be informed of which students are scheduled and expected to receive medication during the school day.
 - 7.3. Students should wear medical alert identification (i.e. bracelet) if they require medication on a long-term basis or have a chronic condition.
 - 7.4. Schools should create conditions for efficient and regular communication between the parent, school personnel, and physician regarding the efficiency of the medication administered during school hours.
 - 7.5. Communication should always include the individual who has been assigned as the primary person in charge of medication administration.
 - 7.6. All administration of medication must be recorded.
 - 7.6.1. Use [Form 5-24 Student Medication Administration Record](#)
 - 7.6.2. Always use pen when recording the administration of a medication.
 - 7.6.3. Staff members shall print first and last name and provide their signature.
 - 7.6.4. If a scheduled administration is omitted, describe why.
 - 7.6.5. If a written error is made, draw one line through it and initial it. Do not use white out.
 - 7.6.6. Record any observations of change in the student's physical or emotional demeanor.
 - 7.6.7. Record any variations from procedure that occurred, and explain why.
 - 7.6.8. If an error in the administration of medication occurs, complete [Form 5-25 Inappropriate Administration of Medication Report](#)
8. Acquisition, Transportation and Storage of Medications.
 - 8.1. Medication should be delivered to school by the parent (NOT the student).
 - 8.2. Medications must be appropriately labeled by the pharmacy and in the original prescription container accompanied by written side effects and emergency procedures.
 - 8.3. Bubble packs should be labeled and provide the same information as above.
 - 8.4. No medication may be administered if the date has expired, if the container label is missing or cannot be clearly read, or if more than one type of medication is in the bottle.
 - 8.5. All medications shall be stored in a locked cabinet to protect all other students and to avoid abuse of medications.
9. Any incremental cost in implementing this procedure will be at no cost to the school or Division.

Reference

[Form 5-23 Medication – Parent Consent](#)
[Form 5-24 Student Medication Administration Record](#)
[Form 5-25 Inappropriate Administration of Medication Report](#)
[Form 5-26 Medication Administration Record for Over the Counter Medications](#)