



Procedure 7003

Administration of Medication

Revisions: March 2015

Reviewed:

1.Preamble

1.1 The procedures that follow provide guidelines and expectations for the storage and use of medication at school, and off-campus trips.

2. Responsibility of Principal

2.1 It is the responsibility of the principal to ensure that:

2.1.1 She/he (or her/his designate) performs the physical/medical services outlined in these procedures;

2.1.2 Any staff member involved in administering medication has received appropriate in-service and instruction.

2.1.3 Every student who receives prescribed medication or physical/medical services must have Emergency Procedure form (7001-B) completed and posted in the classroom and the school office.

2.1.4 The Transportation Company will ensure bus drivers receive a copy of the Emergency Procedure form, (7001-B), and Procedure for Occurrence of Seizures, form (7001-D) and receive appropriate in-service and instruction.

2.1.5 All staff will receive appropriate in-service and instruction for Procedure for Occurrence of Seizures form (7001-D). Parents/Guardian must complete form (7001-D) with the teacher.

3.Medications

3.1 Prescribed drugs administered to a pupil at school must have the KidsAbility School Authority approved prescription medication form (7001-A), completed and signed by the parent/guardian specifying the following:

3.1.1 Diagnosis for the medication;

3.1.2 Medication(s) prescribed;

3.1.3 Dosage;

3.1.4 Time of administration;

3.1.5 Possible side effects.

The KidsAbility School Authority approved prescription medication form (7001-A) must be completed and signed by the parent/guardian requesting the school administer the medication as outlined on the form.

3.2 The medication must be in a pharmacist's container and clearly labeled with:

- 3.2.1 Name of student;
- 3.2.2 Name of drug;
- 3.2.3 Administration instructions;
- 3.2.4 Storage and safekeeping requirements.

3.3 A safe storage area must be provided in a locked box in the office, or a locked cupboard in the classroom, for the medication. Medication requiring refrigeration should be stored in the classroom refrigerator in a secure container.

3.4 The medication log (7001-C) must be completed upon dispensing medication, and include:

- 3.4.1 Student's name, date of birth,
- 3.4.2 Date;
- 3.4.3 Medication given;
- 3.4.4 Dosage given;
- 3.4.5 Time medication was given;
- 3.4.6 Signature of the administrator(s)/teacher/E.A.

3.5 The log and medical forms must be kept near the medication storage area.

3.6 The principal or designate is responsible for the storage, administration and supervision of student's medication. The child must take the medication in the presence of the principal or designate.

Note: Prescribed Inhalators or EpiPens should be handled in the same manner as any other prescribed medication.

3.7 Non-prescription medication should not be handled by school personnel.

4. Off-Campus Trips

4.1 Staff must carry the student's medication on all off campus trips. A log is completed on the trip and added to the school medication log upon return to the school.