



## ADMINISTRATION OF MEDICATION

Responsibility:	<i>Superintendent, Human Resource Services</i>
Legal References:	<i>Sabrina's Law</i>
Related References:	<i>IS-98-PP Medication Log AP1470 Anaphylactic Management Plan IS-98-00 Administration of Medication in WRDSB</i>
Revisions:	
Reviewed:	<i>January 2016</i>

### 1. Preamble

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

### 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 A staff member who may not wish to perform the physical/medical services that are outlined in these procedures, will not be assigned the duties; and,
  - 2.1.3 Any staff member involved in dispersing or administering medication has received appropriate in-service and instruction.

### 3. Medication

- 3.1 In situations where a physician deems it necessary that prescribed drugs be administered to a pupil at school, the Waterloo Region District School Board approved medication form (IS-98-OO), must be completed and signed by the parent/guardian specifying the following:
- 3.1.1 Diagnosis or reason for the medication to be given;
  - 3.1.2 Medication(s) prescribed;
  - 3.1.3 Dosage;
  - 3.1.4 Time of administration each day;
  - 3.1.5 Duration of continuing medication;
  - 3.1.6 Possible side effects, if any.

The Waterloo Region District School Board approved medication form (IS-98-OO) must be completed and signed by the parent/guardian requesting that the school administer the medication as outlined on the form.

- 3.2 The medication must be brought to school in a pharmacist's container and clearly labeled with:
- 3.2.1 Name of patient;
  - 3.2.2 Name of drug;
  - 3.2.3 Administration instructions;
  - 3.2.4 Storage and safekeeping requirements.
- 3.3 No more than one month's supply of a medication is to be stored at the school.

- 3.4 A safe storage area must be provided in the office, or a central location, for the storage of medication. Medication requiring refrigeration should be stored in the staff refrigerator in a secure container.
- 3.5 The medication log (IS-98-PP) must be completed upon dispensing medication, and shall include:
  - 3.5.1 Student's name, telephone number and health card number;
  - 3.5.2 Parent/legal guardian name and telephone number;
  - 3.5.3 Physician's name and telephone number;
  - 3.5.4 Date;
  - 3.5.5 Medication given;
  - 3.5.6 Dosage given;
  - 3.5.7 Time the medication was given;
  - 3.5.8 Signature of the administrator(s) of the medication.
- 3.6 The log and medical forms are to be kept near the medication storage area.
- 3.7 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. However, a child of sufficient maturity will be allowed to carry an inhalator or EpiPen for emergency situations, with written authorization from the parent/legal guardian.
- 3.8 Non-prescription medication (medicine of any kind not ordered by prescription), should not be handled by school personnel
- 3.9 If the principal has not obtained authorization from the parent/legal guardian for the administration of medication, either the parent/legal guardian is to be contacted or the student withdrawn until such time as the proper documentation is provided, or the parent/legal guardian must come to the school to administer the medication.

#### **4 Off-Campus Excursions**

- 4.1 Staff are reminded that medication to combat severe respiratory problems (e.g., asthma) or potentially severe allergic reactions (e.g., bee stings) should accompany students on field trips, especially outdoor education excursions.
- 4.2 If students are divided into groups when on a field trip, the medication should be transferred to the adult group leader. The classroom teacher or field trip leaders should ensure that the Outdoor Education Centre staff are aware of any students who might be at risk. Staff should also be informed as to whether the student is capable of self-administering the medication/EpiPen or whether he/she requires adult assistance.