



AP 318 – ADMINISTRATION OF ESSENTIAL MEDICATIONS AND PROCEDURES FOR STUDENTS

BACKGROUND

It is recognized that the administration of essential medications, procedures, and/or support for potentially life-threatening conditions to students is the responsibility of the parent/guardian and the student's physician/nurse practitioner.

Definitions:

Essential (oral and/or injectable) medication - An essential medication is a physician/nurse practitioner/pharmacist-prescribed medication that must be scheduled during regular school hours and is necessary for the student's health or well-being. Examples of an essential medication could include, but are not limited to insulin, anti-seizure medication, ADHD medication, etc. Sugar, such as juice, cookies, or chewable dextrose tablets when necessary for children with diabetes should not be considered as the administration of medication.

Life-Threatening Condition – Potential life-threatening conditions refer to pre-existing diagnosed medical conditions that have the potential to result in an acute life-threatening incident. Examples of life-threatening conditions could include, but are not limited to asthma, anaphylaxis, diabetes, asphyxiation, seizures, etc.

Essential procedures - An essential procedure is prescribed by a physician/nurse practitioner that must be scheduled for administration to a student during regular school hours and that is necessary for the student's health or well-being. Examples of an essential procedure could include, but are not limited to gastrostomy feed, blood glucose monitoring, suctioning, etc.

It is acknowledged that:

- Students may have health or medical requirements that must be accommodated to function at an optimal level in an educational environment.
- Medical circumstances may arise which lead to a request by a parent/guardian that medications or procedures be administered to their child during school hours.
- Emergency situations may arise requiring an employee of the division to assist a student and administer medications or procedures.

The following procedures are intended to ensure the safe provision of medications, procedures, and/or support for potentially life-threatening conditions.

PROCEDURES

1. Medications may be administered to a student by staff provided that:
 - 1.1. The student is unable to self-administer the medication.



- 1.2. The student's parent/guardian is not reasonably able to attend school to administer the medication.
- 1.3. The administration of medication is within the competence of an adult untrained in medical procedures.
2. Should the stated conditions apply, principals must receive written permission from a parent/guardian or physician/nurse practitioner before allowing any prescription medication to be given to a student during school hours. Essential Medications & Procedures form must be completed and signed by the parent/guardian and is valid for only one school year.
3. Medication must be delivered to the school by the parent/guardian in the original prescription container and clearly labeled with:
 - 3.1. The student's name
 - 3.2. Name of the medication ,dosage, frequency, and duration
 - 3.3. The prescribing physician's/nurse practitioner's name
 - 3.4. Expiration date

The student's parent/guardian should provide the principal with written information outlining storage and safekeeping requirements, possible side effects and actions to be taken in the event of missed doses, errors, or side effects.

It is the responsibility of the parent/guardian to ensure that any changes to medication, dosage, or administration should be provided in writing to the principal.

The original copy of the Essential Medications and Procedures form and medication information should be placed in the student's cumulative folder, a copy kept in the school office and a copy provided to the parent/guardian.
4. The principal shall make appropriate arrangements for a primary staff member to administer the medication as outlined by parents/guardians and/or physician/nurse practitioner. Further, the principal shall identify a secondary staff member to administer the medication should the primary staff member be absent.
5. The principal shall ensure proper storage and reasonable security of the medication and inform appropriate staff of its location.
6. The principal will direct the primary and secondary staff members to use the Medication Administration Log to document administration of all essential medications provided to a student . The log shall include the student's name, date, time of day, name of medication, dosage given, and the name of the staff member providing the medication(Medication Administration Log)
7. If a parent/guardian sends self-administered medication to school with a student, the parent/guardian shall:
 - 7.1. Ensure that medications are in quantities for one (1) day only.
 - 7.2. Ensure their child is able to secure the medication and that the medication will not be left where others have access to it.



- 7.3. Ensure that the school is notified if their child will be self-administering their own medication during the school day.
- 7.4. Ensure that the child is able to self-administer the medication.

8. The principal shall ensure that current plans for administration of essential medications, procedures, and/or support for potentially life-threatening conditions are:
 - 8.1. Documented and stored in the student’s cumulative folder; and
 - 8.2. Accessible to staff in the event of an emergency.

9. The principal, in consultation with superintendent or appropriate consultants, shall ensure that each employee has been sufficiently trained with respect to:
 - 9.1. The nature of the essential medications and/or procedures by the student’s parent/guardian and/or physician/nurse practitioner; and
 - 9.2. The needs of the student and the method of administration.

10. All information relating to the medical condition of a student shall be kept confidential and shall be disclosed only to staff members who require the information to administer essential medications and/or procedures. The principal and staff shall ensure that any medication and procedures are administered in a manner which allows for sensitivity and privacy.

Reference: Section 190, Education Act
Essential Medications and Procedures form
Request for Dispensation of Medications
Medication Administration Log
Medical Alert
Emergency Allergy Alert
Emergency Choking Alert

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