

**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE NO. 320	
Effective	
Revision Date	

ADMINISTRATION OF MEDICATION / MEDICAL PROCEDURES

PURPOSE

As a general rule, school staff members should not be involved with the administration of oral medication or medical procedures to students. These matters are primarily the responsibility of the students' parents or guardians in conjunction with trained medical personnel. Treatment routines should, where possible, be adjusted to avoid administration during school hours. Also, students should be encouraged to accept responsibility, as age-appropriate, for administration of their own medication.

At the same time, a student with a health problem has the same right to an education as any other student. Therefore, the Moose Factory Island District School Area Board recognizes that, on occasion, it may be necessary for staff members to administer medication and/or medical procedures to a student in order to provide that student with an equal opportunity to attend school.

This administrative procedure has been developed to provide direction for the involvement of staff members in the administration of medication and/or medical procedures.

DEFINITIONS

Medication: For the purposes of this procedure, "medication" refers only to medication prescribed by a physician authorized to practice within the province of Ontario.

Non-prescription Medication: This is medication for which no prescription is required; i.e., "over the counter" medication. Non-prescriptive medication of any type is not to be administered by staff without written direction from a licensed physician.

Long-term medication: This is medication that is necessary on an ongoing basis, e.g., drugs that control hyperactivity or seizures.

Short-term medication: Short-term medication is necessary for a clearly specified period of time, e.g., antibiotics, or trials of drugs for specified conditions.

Emergency Medication: Emergency medication is medication prescribed for use in a life-threatening situation (e.g., epinephrine for a severe anaphylactic reaction).

Staff Administration: Staff administration occurs when a staff member provides the required dosage of medication at the prescribed time to a student, and/or provides medical procedures to a student.

Self-Administration: Self-administration means that the student accepts full responsibility for the medication procedures, including storage.

Medical Procedures: Medical procedures may include catheterization and suctioning.

PROCEDURES

1. Guiding Principles

- 1.1. Moose Factory Island District School Area Board shall work in close cooperation with the local health unit and will consult with the health unit regarding student health and medical needs.
- 1.2. The Board recognizes that parents and legal guardians may request staff members to administer medication or medical procedures to students in accordance with Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings.
- 1.3. All procedures related to medical/health supports for individual students will include consultation processes with families and, where required, appropriate service providers.
- 1.4. Medical/health support services for students must be administered in a manner that respects, to the greatest degree possible in the circumstances, the student's right to privacy, dignity, and cultural sensitivity.

2. Limitations on Staff Involvement

There are limitations on the services that the staff will provide:

- a) Staff members will not administer any medication or medical procedures except as designated appropriate for Board employees to administer under government legislation, including Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings.
- b) Staff members will not undertake any action which would qualify as a medical procedure that may be carried out only by medical professionals licensed under the *Health Professionals Act*.
- c) The Board authorizes the involvement of designated staff in the essential administration of prescribed medication **only when all of the following conditions apply:**
 - the use of the medication is prescribed by a physician;
 - the medication is essential for a student to continue to attend school;

- it is necessary that the medication **must** be taken during school hours or during school-sponsored events;
 - it is not appropriate for the student to self-administer the medication; and
 - the student's parent/guardian or other authorized adult is not reasonably able to attend at school to administer the medication.
- d) Before the administration of medication and/or medical procedures to any student can occur, it must be authorized in writing by the student's parent(s) or guardian(s) and the student's attending physician in accordance with the terms of this administrative procedure. [Form ADMIN 320-01 Parent Request and Authorization for Staff Administration of Medication and/or a Medical Procedure.]
- e) Services and supports as described in this procedure shall be provided only by authorized Board personnel (i.e., Board staff who have received pertinent information and training). Students and volunteers are not considered authorized.

3. Emergency Situations

- 3.1. Medication for life-threatening situations, such as allergic reactions to nut products or insect stings, will be administered by staff members as set out in Administrative Procedure 315 Anaphylaxis in the School.
- 3.2. The parent or legal guardian will be informed by the school of such an emergency treatment as soon as possible after the treatment is administered.

4. Protection from Liability

Staff members who provide health supports to students shall have full coverage under the Board's liability policies. When acting in accordance with the directives set out in this administrative procedure, employees of Moose Factory Island District School Area Board are covered by the Board's liability insurance, and are supported by the Board through the *Education Act* and its attendant regulations when acting in *loco parentis*—that is, as a kind and judicious parent would act.

5. Procedures for Staff Administration

The following procedures are to be followed when parents/guardians seek to have the staff administer medications or medical procedures:

5.1. Request and Authorization Form

- 5.1.1. A request that staff administer medication or medical procedures must be in written form, signed by a parent/guardian and the attending physician. [Form ADMIN 320-01 Parent Request and Authorization for Staff Administration of Medication and/or a Medical Procedure]

- 5.1.2. The request must also include Form ADMIN 320-02 Parent Release of Medical Information. The parent must indicate in the appropriate location on the forms, the name of the child, the name of the medication, the dosage, time for administration, duration of the medication, storage instructions, and possible side effects.
- 5.1.3. The information, as indicated on the forms, must be provided by the parent, the attending medical practitioner, and/or the pharmacist, and verified by the signature of each one.
- 5.1.4. Should the original prescription be changed at any time, the parent must present a new Form ADMIN 320-02 Parent Release of Medical Information, completed by the attending medical practitioner. A new request must be submitted annually.
- 5.1.5. Similarly, a new request on Form ADMIN 320-01 Parent Request and Authorization must be submitted annually for the staff to administer medical procedures. The request must be in written form, signed by a parent/guardian, and supported by the report of the student's attending medical practitioner.
- 5.1.6. A request by a parent will be reviewed by the principal, in consultation with the supervisory officer as necessary, and the parent will be informed of the decision as to whether the request will be granted.

6. Prescription Medication

- 6.1. Parents are responsible to provide to the school any prescription medication which the principal has agreed will be administered by the staff.
- 6.2. All such medication must be provided in a clearly labelled pharmacy container which shows the child's name, the physician's name, the name of the medication, and the dosage (quantity and frequency).

7. Contact Numbers

The telephone numbers of the parent and physician must be readily accessible to the school.

8. Principal's Discretion

- 8.1. In exceptional cases, when the duration of the medication prescribed is to be very short term (several days at most) and the parent is unable to obtain the physician's statement on Form ADMIN 320-02 Parent Release of Medical Information before the termination of the prescribed regimen, the principal may, at his/her discretion and in the interest of the student involved, waive the request for the physician's statement.

8.2. If this situation occurs, the parent/guardian will be required to provide the medication in accordance with the procedures outlined in section 6 above. In addition, the parent/guardian will be required to sign Form ADMIN 320-01 Parent Request and Authorization, which will be appended to include in writing the agreement of the principal to waive the physician's statement.

9. Medication Records

9.1. Staff members administering medication will record every occasion when medication has been administered. This record will include the student's name, date, time, medication, dosage, and signature of the person administering the medication.

9.2. This record is kept on Form ADMIN 320-03 Administration of Medication Monthly Log. The principal shall designate a secure place for this record to be stored in the school.

10. Person Responsible for Procedures

10.1. Subject to collective agreements, the principal shall determine the staff person to be responsible for the administration of medication and/or medical procedures. Assistance in training to administer medication and/or medical procedures is the responsibility of the parents in conjunction with the principal.

10.2. Advice from the physician, the Health Unit, Community Care Access Centre, or a pharmacist may be solicited. Staff members will indicate that they have agreed to accept this responsibility by signing Form ADMIN 320-04 Person Responsible for Procedure.

11. Storage of Medication

11.1. The principal shall designate a secure, locked place for the storage of medication and shall provide refrigeration when necessary. [An exception to the locked storage space occurs with the storage of epinephrine auto-injectors, which must be readily available at all times.]

11.2. Medication must be stored separately and apart from First Aid kits and supplies. To provide for a safe environment for all students, inhalers which are to be self-administered are to be stored securely on the person of the student.

12. Supply of Medication

12.1. The parent is responsible for the delivery of prescribed medication to the principal at intervals as may be determined by the parents and/or physician, and the principal shall deliver to the parents any unused medication at the end of the school year or at other times determined by the parents and/or physician.

- 12.2. It is the responsibility of parents to provide medication that has not exceeded its expiry date and to replace any medication which reaches its expiry date.

13. Procedures for Student Self-Administration

- 13.1. Students, as age-appropriate, are encouraged to self-administer medications.
- 13.2. Parents/guardians of students will be asked to inform the school of students who self-administer medications. Prescription and non-prescription medications which are to be self-administered are to be carried by students in single or daily doses only.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 265 Duties of Principal: Attention to the Health of Pupils

Sabrina's Law, 2005 An Act to protect anaphylactic pupils

Guideline OSR—Ontario Student Record (OSR) Guideline, clause 3.1.5 Special Health Information

Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings

Health Protection and Promotion Act

Health Professionals Act

Ontario Human Rights Code

Municipal Freedom of Information and Protection of Privacy Act

Board:

Board Policy GOV-07 Learning and Working Environment: Equity and Inclusion

Administrative Procedure 305 School Registration Requirements

Administrative Procedure 310 Personal Information of Students, Including O.S.R. Information

Administrative Procedure 315 Anaphylaxis in the School.

Administrative Procedure 315 Anaphylaxis in the School Procedural Guide

Form ADMIN 320-01 Parent Request and Authorization for Staff Administration of Medication and/or a Medical Procedure

Form ADMIN 320-02 Parent Release of Medical Information

Form ADMIN 320-03 Administration of Medication Monthly Log

Form ADMIN 320-04 Person Responsible for Procedure