



Medication

Administrative Procedure 1.B.140

Board Governance Policy Reference: 1, 2, 3, 16, 17

Legal Reference:

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I. Introduction

Administration of medications is the most common health care intervention request made by families of schools.

The School District of Mystery Lake recognizes that some students may require medication during the school day. Where the administration of this medication is not possible by parent, guardian, or appropriate medical authority, the District will administer medication only in the manner, and by the conditions of these procedures.

These medication administration procedures include students, who by reason of insufficient age, maturation or physical or cognitive ability, are not able to manage their own medication administration. The administration of medication in a school must be a necessary administration for the health of the student.

The procedures for accepting, administering, recording and dispensing prescription medication also apply to **patent** or **over-the-counter** medication, regardless of duration or means of administration.

For a school to agree to administer medication, parents or guardians must provide all required information and meet all conditions established by the District.

These medication administration procedures include:

1. a description of who is included in the procedures;
2. general conditions of accepting medication for administration
3. record keeping procedures;
4. storage and disposal requirements; and
5. response with respect to missed dosages and adverse reactions.

The administration of medication in a community setting must be a **necessary administration**. If a medication does not necessarily have to be administered in a community setting, then the administration should not occur. Schools should seek the co-operation of parents, the guardian agency and health care professionals in establishing medication administration schedules that do not require administration during schools hours.

Under circumstances in which a child is able to safely, competently and consistently manage his or her own medication administration, that child may be considered exempt from the medication administration procedures.

Prior to the administration of medication by an employee of a school, the parent or guardian agency who has care and custody of the child must complete a "Request for Medication Administration".

II. General Conditions of Accepting Medication for Administration

Administration of medication in schools requires that several conditions be met. The purpose of these conditions is to promote the safety and well-being of the child, and to ensure that the school acts responsibly in accepting medication for administration.

These conditions are:

1. Completion of a "Request for Medication Administration" by the parent or guardian, including confirmation that the first dose of a medication has been administered in the presence of the parent or guardian and has been well-tolerated;
2. In-person delivery of the medication to the school setting by a responsible adult;
3. Medication shall be provided in the **original pharmacy labeled container**, which identifies clearly the:
 - a. Name of the child
 - b. Name of the licensed medical practitioner
 - c. Name of the medication
 - d. Dose
 - e. Frequency/time and route of administration
 - f. Name of the pharmacy
 - g. Date the prescription was filled
4. Label must be on the container itself, such as medication bottle, tube, inhaler, etc., and not merely on the package; and
5. If required, measuring implements must be provided.

Medications presented to the school that do not meet these conditions of acceptance cannot be administered by any employee of the school. The parent or guardian would then retain full responsibility for administering the medication.

III. Storage Requirements

Storage and safety are important concerns when medications are administered in schools.

1. Medications administered in schools shall be stored in a locked location (see exception, below);
2. The key to the locked location shall be in the care and control of the person(s) responsible to administer the medications;
3. The key to the locked location shall remain on the school premises at all times;
4. A spare key to the locked location shall be reasonably available, and every designated employee who administers medication in the school during the normal course of their duties shall be made aware of the location of the spare key;
5. A locked location may be a cabinet, cupboard, drawer, steel box or other similar arrangement;
6. If a medication requires refrigeration, the locked location shall be, or shall be within, an operating refrigerator;
7. Medications shall be stored separately and apart from any other material, supplies or objects in the locked location;
8. Medications for more than one child may be stored in one locked location. However, under this circumstance, **each medication shall be separated by a clear physical means** such as, but not limited to, metal partitions, sealable plastic containers, individual plastic zipper bags or appropriate equivalent;
9. Each physical separation shall be clearly labeled with the child's name; and
10. **Medications that may be required urgently shall not be stored in a locked location.** Such medication shall be carried at all times on the person of the child or the adult responsible to administer the medication. Such medication includes, but is not limited to:
 - a. Inhalers or
 - b. Adrenaline auto-injectors (e.g. EpiPen)

Appropriate records and administration procedures shall be maintained.

IV. Recommended Procedures

1. **One** employee in the school shall be designated to be responsible for administering medication to a child. In addition, a substitute or delegate employee shall also be identified to administer medication in the absence of the primary person. Volunteers shall not be designated to administer medication.

2. Each person responsible for medication administration shall be fully aware of the:
 - a. Specific details of medication administration for a child;
 - b. Location of the spare key to the locked storage location;
 - c. Location of the "Request for Medication Administration" for a child; and
 - d. Medication administration procedures specific to the school.
3. To prepare for administration of medication, each person shall:
 - a. Wash their hands;
 - b. Prepare supplies (e.g., measuring devices, installation appliances, etc.); and
 - c. Assure themselves of:
 - The **right medication**
 - The **right child**
 - The **right dose**
 - The **right time**
 - The **right method**

In each and every administration.

4. The person administering the medication shall read the label three times:
 - a. When removing the medication from the locked storage;
 - b. Before the medication is removed from its container; and
 - c. After the medication is removed from its container, but before it is administered to the child:

Note: If requested, pharmacies will provide **two original pharmacy labeled containers**. One container may be used exclusively in the school. This is recommended.
5. Each child who is administered medication shall have a separate Medication Administration Record. Each Record shall include the:
 - a. Name of the child;
 - b. Name of the medication, the dosage, route (e.g. oral), time of administration;
 - c. Signature of the person administering the medication; and
 - d. Outcome of administration (initial indicates completed administration): If not completed, reason must be given (e.g. Absent, refused, missed, error).
6. The Medication Administration Record shall be completed immediately following each administration. Medication shall not be signed as given until complete.
7. Medications shall be returned to the locked storage location immediately.
8. The person administering the medication shall clean/wash any supplies, devices or appliances used in the administration.
9. The person administering the medication shall practice principles of hygiene (e.g., wash hands) and Universal Precautions as appropriate.

V. Error in Medication Administration

In instances where an error in medication administration is made:

1. Determine if the error is due to:
 - a. Missed administration;
 - b. Overmedication; or
 - c. Incorrect medication.
2. Contact the parent or guardian and describe the medication error.
3. A course of action should be determined in consultation with the parent or guardian which may include:
 - a. Contacting the child's physician;
 - b. Having parent or guardian take the child home;
 - c. Bringing the child to a hospital; or
 - d. Another appropriate course of action.
4. If the parent or guardian cannot be contacted, the school will contact:
 - a. The prescribing physician and/or;
 - b. The dispensing pharmacist and/or;
 - c. The emergency contact listed for the child and/or;
 - d. The Poison Control Centre (check local telephone directory).

VI. Planning for Excursions of Field Trips

Children who require medication administered while attending school may accompany other children on excursions or field trips.

For such children each excursion should be documented in a Field Trip Plan in consultation with families and, in some cases, a school planning team.

These medication administration procedures may be adapted to permit children with medication administration needs to be included on an excursion.

In general, consideration should be given to:

1. **necessity** – medication should only be administered on an excursion if necessary;
2. **care and control** – except for inhalers and auto-injectors, medications should be in the care and control of a responsible adult;
3. **Medication Administration Record**- the Record should be completed by the person responsible for the administration of medication upon return from the excursion;
4. **emergency communication** – there should be reasonable and appropriate access to a telephone, cellular phone or radio communication during an excursion; and,
5. **emergency medical response** - emergency medical response must be determined and considered reasonable by the parent or guardian and principal in consultation with other members of the medical team if requested.

VII. Over-the-Counter Medication

Families may request that an over-the-counter medication be administered to a child in a school. However, over-the-counter medication administration must also be governed by physician's instruction.

An over-the-counter medication requires:

1. a dispensing label from a pharmacy, and/or
2. clearly written instructions from a physician with the medication in the original container and delivered by a responsible adult.

In addition, an over-the-counter medication shall **not** be administered by any employee in a school unless:

1. a "Request for Medication Administration" has been completed by the parent or guardian;
2. the first dose of an over-the-counter medication has been administered at a place other than the community setting and has been well-tolerated; and
3. Conditions for Acceptance have been met.

Return / Disposal

In the event of the withdrawal of the student from school, every attempt should be made to return the medication to the parent / guardian. In the event that contact with a parent / guardian cannot be made, the medication will be disposed of at a local pharmacy after two months of the student's withdrawal date. The principal shall make a record in the student's file of the disposal.

Medications have a finite usable period of effectiveness. Parents or guardians shall be responsible for replacing expired medications, as well as the removal and disposal of expired medication.

Medication is the property of the child's family. It is expected that medication(s) will be taken home by parents for any school closure or student absences exceeding two weeks.

Medication not picked up by a responsible adult will be disposed/destroyed in accordance with Workplace Hazardous Material Information System guidelines.

School District of Mystery Lake Request for Medication Administration

The School District of Mystery Lake recognizes that some students may require medication during the school day. Where the administration of this medication is not possible by parent, guardian, or appropriate medical authority; is necessary during school hours; and the student is not able to manage this medication administration, the following Request for Medication Administration must be completed in its entirety.

Requests to administer medication apply to prescription and over the counter medications (if recommended by a physician and accompanied by original pharmacy label and/or written physician instructions). For a school to agree to administer medications, parents or guardians must provide all required information to the school and meet all conditions as established by the District (see attached list). A new request is required for each school year and for changes in medication.

To be completed by Parent(s) or Guardian(s).

1. I request that medication be administered to: _____
(name of student)
Date of Birth (d/m/y) _____ Personal Health Info Number _____
Address: _____ Home Phone Number: _____

2. Name of Parent(s)/Guardian(s): _____
Address: _____ Work Phone #: _____
Home Phone #: _____

3. Name of prescribing physician: _____
Office Address: _____ Phone #: _____

4. Name of dispensing pharmacy: _____
Address: _____ Phone #: _____

5. Name of medication(s): _____
Date prescription filled: _____

6. Reason(s) for medication(s): _____

7. Dosage and method of administration: _____

8. Time of administration at school: _____

9. Start date of medication (d/m/y): _____

10. Stop date of medication (d/m/y): _____

11. I confirm that the first dose of medication(s) was administered at home or hospital.
(please initial) _____

12. I confirm that the first dose of medication(s) was well tolerated by this child
(please initial) _____

13. Storage requirements (if any): _____

14. Description of side effects: _____

15. Response to side effects: _____

I certify that the information provided is accurate:

_____ **Signature of Parent(s) or Guardian(s)**

_____ **Date**

**If requested, pharmacies will provide two original pharmacy labeled containers.
One container may be used exclusively in the school.
This is recommended.**

Conditions for Acceptance of Medication Administration

- Completed Request for Medication Administration
- Medication delivered to school by a responsible adult
- Prescription medication is in an original pharmacy labeled container which identifies:
 - a) name of child
 - b) name of the prescribing physician
 - c) name of medication
 - d) dose
 - e) frequency and route of administration
 - f) name of the pharmacy
 - g) date the prescription was filled
- Label is on the medication and not just the package
- Over-the-counter medication that is recommended by a physician is accompanied by an original pharmacy label with administration instruction and/or clearly written instructions from a physician.
- Measuring instruments are provided.

Signature of Principal or Designate

Date

FIPPA / PHIA Disclaimer

MEDICATION ADMINISTRATION

ACCEPTANCE

- Request for Administration of Medication has been accepted by school.

STORAGE

- Medication is stored in a locked location.
- Key to medication cabinet on premises / spare key available.
- Medications requiring refrigeration are secure in refrigerator.
- Medications are separated physically—and labeled with child's name.
- Medication that may be required urgently shall not be stored in a locked location. (e.g. inhalers, EpiPen)**

ADMINISTRATION

- One employee, second designated as substitute (volunteers are not to be designated).
- Employee responsible must know:
 - a) details of medication administration
 - b) location of spare key
- Method of Administration
 - a) wash hands
 - b) prepare supplies
 - c) assure oneself of: right medication/child/dose/time/right method
- Read the label **three times**
 - 1. when removing the medicine from locked storage;
 - 2. before medication is removed from its container; and
 - 3. after medication is removed from its container but before it is administered to the child.
- Medication is returned to medicine cabinet after administration.
- Supplies are cleaned / washed.
- Medication Administration record completed.

EXCURSIONS

- Medication is administered only if necessary.
- Medication is in care of a responsible adult.
- Medication Administration Records completed upon return.
- Emergency communication/medical response plan in place.

