

PROCEDURE 11: ADMINISTERING MEDICATION

Rationale

From time to time, school staff may be required to administer medication to children.

The school should only be requested to administer medication during normal school hours when it is either not possible or impractical for a parent or caregiver to do so.

Guidelines

1. The first dose must **not** be given by school staff, except in emergency.
2. All requests to administer medicines should be addressed to the principal. The exact dose of medication must be advised and provided by the parent/caregiver to the school.
3. No medication will be administered to a child without parental/ caregiver consent.
4. A careful record will be kept of all medication administered.
5. The medication must be kept in a secure place.
6. The principal may delegate the administering of medication to another member of staff.
7. Principal will administer prescription medication provided there is a written permission slip from the parents/caregivers, and it is agreed to by the principal. – forms available at the office.
8. Medication to be administered during the day will be held in a locked area of the School Administration Area. Staff administering medication will keep a record of the child's name, the medication administered, the date, time, and staff signature.
9. Staff may not administer medicines or non-prescription drugs sent to school.
10. A designated person will take responsibility on school camps for administering medicines.
11. Long-term use of medication will require written notification annually and a plan developed between parents/caregivers and possible the Public Health Nurse or child's Doctor.
12. Children will not hold medicine in class with the exception of asthma inhalers.
13. The principal will hold any EpiPens for students with allergies.



PRINCIPAL

Dated: February 1, 2022