

AVON MAITLAND DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURE

NO. 315

SUBJECT: MEDICATION: ORAL ADMINISTRATION

Legal References: *Education Act: Section 265 (1) (j) Duties of Principal: Care of Pupils; Ontario Regulation 298 Section 20 (g) Duties of Teachers: Ensure Reasonable Safety Procedures; Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings, Ryan's Law*

Related References: *Administrative Procedure 180 Medical Emergencies and First Aid; AP 266 Field Trips and Excursions; AP 313 Managing Asthma in Schools (Ryan's Law), AP 314 Medically-At-Risk Students; AP 370 Ontario Student Record; AP 589 Transportation*

1. Assisting Pupils with Medication

The director of education has designed this administrative procedure to provide direction to all staff members who assist pupils with medication, which is required during school hours. Any staff member seeking clarification of this procedure is encouraged to contact the regional superintendent of education.

2. Administrative Procedures

- 2.1 Medication that can be administered outside of school hours, without an adverse effect on the student, should not be given at school.
- 2.2 It is recognized that parents/guardians may request that non-prescription oral medication such as acetaminophen (e.g., Tylenol) or an antihistamine be administered occasionally at school. Parents/guardians who request this must complete Form 315A Administration of Non-Prescription Medication. Under no circumstances are school personnel to administer non-prescription medication to any student without written authorization from a parent/guardian.
- 2.3 Principals or other authorized personnel are permitted to dispense or administer medication to students in accordance with this procedure.
- 2.4 Principals can only accept medication that is provided in the original, tamper proof labelled container from the pharmacy.
- 2.5 Authorization in writing from the parent/guardian/physician is to be kept on file at the school. The authorization must specify:
 - a) medication by name;
 - b) dosage;
 - c) frequency and method of administration;
 - d) dates for which authorization applies as prescribed by a physician;
 - e) storage requirements;
 - f) possible side effects, cautions and actions to be taken should they occur; and
 - g) if medication (e.g. inhalers) should remain with the child.

- 2.6 Form 315B Administration of Prescription Medication or Form 315A Administration of Non-Prescription Medication is to be completed and signed by the parent/guardian. The physician's authorization or instructions must be attached to the permission form.
- 2.7 For Section 23 programs, Form 315C Administration of Prescription/Non-Prescription Medication: Section 23 Programs is to be completed and signed by the parent/guardian. The physician's authorization or instruction must be attached to the permission form.
- 2.8 The principal shall assign responsibility for the safekeeping of the labeled medication in a secure place and according to medication storage requirements (e.g., stored in a refrigerator, out of light, etc.). The principal shall also ensure all teachers and support staff are aware of the location of all required medications.
- 2.9 The principal will ensure that records for the administration of medication are kept in a central location in a clearly marked binder/container that all staff recognize and can access quickly in an emergency.
- 2.10 The principal shall return to the parent/guardian, in a secure manner, any unused medication when requested by the parent/guardian or when the school is closed for Christmas vacation, mid-winter break or the summer vacation.
- 2.11 The principal shall keep a record of medication administered on Form 315D Record of Administration of Oral Medication. This record shall contain:
 - a) student's name;
 - b) medication;
 - c) dosage given;
 - d) date and time of day given; and
 - e) signature of person dispensing and administering medication.
- 2.12 If a medication is given in error, contact shall be made immediately with the emergency department of the local hospital for further instructions. If a medication is missed or extra doses are given, the parent/guardian is to be contacted.
- 2.13 The principal shall keep on file a telephone number for both the parent/guardian and the physician who prescribed the medication, whereby contact can be made in the event of an emergency. If a medication is given in error, contact shall be made immediately with the emergency department of the local hospital for further instructions.
- 2.14 During field trips, medication shall be transported in a secure manner. The medication shall be given as close as possible to the time that it is ordered and recorded on return from the outing.
- 2.15 Information regarding emergency procedures must be with the teacher(s) accompanying students on appropriately authorized, out-of-school excursions. This information shall include the location of the closest medical facility and instructions for notifying the nearest medical facility.