
ADMINISTRATIVE PROCEDURE 425 ADMINISTERING MEDICATIONS TO STUDENTS

The District believes that the parent/guardian is the primary caregiver to their child and is responsible for administering or supervising (to administer or supervise) the self-administration of medication. The District recognizes that there may be situations where it is necessary that medication must be administered during school hours and when (where) a parent is not available. Therefore, where administration or supervision of administration of medication cannot be done by persons other than employees, the following procedure will be followed to ensure that students remain in optimal health.

Procedure:

Except in emergency situations, designated staff will administer (*or supervise the self-administration of*) medications to students only if the following conditions are met:

1. The medication is required while the child is attending school.
2. A parent has requested the school's assistance and has completed the Medical Alert Form concerning administration at the school.
3. Written authorization and instruction has been received from an attending physician and parent/guardian (refer to Forms 425A and 425C).
4. Where medication, which is administered on a regular basis, is required while the child is at school, parents and authorized community health professional or an authorized employee shall have access to the student to administer the required medication.
5. If a student meets the Provincial Nursing Support Services (NSS) criteria/guidelines and is admitted for NSS services, then the NSS coordinator will "delegate" the medication administration to the applicable school staff. Medication administration is typically delegated to those children who require medication via G-tube and generally not an oral medication. Some oral medications may be delegated (if the need for the medication is required frequently e.g., for prolonged seizure activity).
6. School personnel have received adequate instruction from the parent/guardian and (where the child meets criteria for delegated care), assistance from Nursing Support Services concerning the administration of the medication. More than one employee at a school shall be adequately instructed in the administration of the medication in order to provide an alternative person in cases of absence or unavailability.
7. The medications are provided to the school in their original prescription container.

THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO. 33
(CHILLIWACK)
Administrative Procedure



8. Other than exceptional temporary circumstances, nonprescription medicines such as acetaminophen are not the school's responsibility. Where there are exceptional circumstances, the school will request that parents complete Form 425C.

NOTE: Nursing Support Services will provide consultation to schools at the time a child is being discharged specifically from NSS services regarding the delegation of medication management. NSS will help develop a plan at this transition with the school following the school's procedure.

Additional Requirements

A log shall be kept in the school stating the name of the student, the date and time of usage of the medication, circumstances surrounding its administration, and any other pertinent information. Each log entry is to be initialed by the person administering or supervising the self-administration of the medication. Form 425B will be used for this purpose.