

## **ADMINISTRATION OF MEDICATION TO STUDENTS**

### **Background**

The Director believes determining both the need for, and correct means of, administering medication (prescription and non-prescription) are beyond the knowledge and responsibility of his staff. However, the Director also recognizes exceptional situations may arise which may require one or more staff members to administer medication to a student. Accordingly, no staff member shall administer or distribute any medication except as provided in this procedure.

### **Procedures**

If a request is made by a parent to administer medication at school to students not sufficiently mature or reliable enough to care for their own needs, the following shall be observed:

1. The principal shall require a signed request from the parent authorizing the type of prescription medication to be administered, required dosage, and action to be taken in the event of possible hazards or side effects. A doctor's statement verifying the prescription medication will be requested of the parent (see Form 316-1).
2. If the principal feels the request is reasonable, and is prepared to undertake the implied responsibility, the principal shall make appropriate arrangements with a reliable adult willing to administer the prescribed medication and to undertake its safekeeping (see Form 316-4).
3. An alternate shall be identified and taught to administer the medication in the regularly designated individual's absence.
4. A record of medication instructions and arrangements is to be retained in the school office (see Form 316-2 and Form 316-3).
5. Medication shall be kept in a secure location known and accessible to all staff.
6. The principal and parent shall be responsible for informing all personnel having direct responsibility for the student (including bus drivers) and alerting them to the student's medical condition and the appropriate emergency procedures.

Legal Reference: Section 85, 87, 108, 109, 175, 188, 190 Education Act  
Forms Manual: Form 316-1; Form 316-2; Form 316-3; Form 316-4

**Updated: September 22, 2006**