

**REGULATION #9610.4
MEDICATION ADMINISTRATION AND
STORAGE OF MEDICATION IN SCHOOLS**

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his or her education. The administration of medication to students should be discouraged unless absolutely necessary for the student's health.

An objective of any medication administration program is to promote self-responsibility. This can be achieved by educating students and their families. The intent of this regulation is to assure safe administration of medications for those students who require them.

Prescription Medication to be kept at school requires:	Over The Counter (OTC) / Non-Prescription Medication to be kept at school requires:
<ul style="list-style-type: none"> ✓ Student's Name ✓ Student's Date of Birth ✓ Licensed Prescriber Phone and Emergency Number(s) ✓ Diagnosis Requiring Medication ✓ Name of Medication, as well as dosage, administration route, frequency, and time ✓ Intended Effect of the Medication / Possible Side Effects ✓ Approval for Self-Administration ✓ Approval for students to carry emergency medication on their person (e.g., inhaler, Epi-Pen) 	<ul style="list-style-type: none"> ✓ Student's Name ✓ Student's Date of Birth ✓ Name of Medication, as well as dosage, administration route, frequency, and time ✓ Intended Effect of the Medication / Possible Side Effects ✓ Approval for Self-Administration

1. OVER THE COUNTER (OTC) / NON PRESCRIPTION MEDICATION

Over the counter (OTC)/non-prescription medication (e.g., Tylenol, Ibuprofen, Benadryl) shall be brought in the original labelled manufacturer's container listing ingredients with the child's name affixed to the container.

1.1. In consultation with the parent/guardian, completion of the *Request for Administration of Medication at School* form medication rationale. Parents

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are responsible for notifying the school, in writing, of any changes in the medication dosage, timing etc., so as to ensure that the medication is administered appropriately.

- 1.2. Parents are responsible for instructing school personnel with respect to how to administer the medication by completing the *Medication Administration Protocol* form.

2. PRESCRIPTION MEDICATIONS

2.1. Oral Medications That Students Require on a Regular Basis

Prescribed oral medications that students require on a regular basis will be clearly labelled to include the student's name, medication name, dosage, administration route and time; and stored in original containers.

2.2. Inhaled and "Other As Needed" Medications

Medications given on an "as needed basis" (e.g., Prednisone, Antibiotics, injectables such as Cortisol), and inhalers will be addressed in this same process (e.g., School District Medical Alert), and must note the following:

- 1) The name of the student who is to receive it and;
- 2) The list of the person(s) who may administer the medication.

3. SCHOOL PLAN FOR THE ADMINISTRATION OF MEDICATION

Parents are responsible for instructing school personnel with respect to how to administer the medication by completing the *Medication Administration Protocol* form. Please note that any medication that requires delegation (e.g., some rescue medications, insulin, and medications to be administered via a G or GJ tube) also requires a referral to Nursing Support Services.

The school principal is responsible for determining who will be responsible to maintain and update information/plan at all times and to ensure that school staff who work with students requiring medication know where rescue/emergency medications and/or insulin is located.

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The school principal must determine custody of the key and backup key(s) for stored medications. A standard location that can be easily accessed by staff is preferable, bearing in mind the need to plan for staff absences and emergencies. Unless otherwise arranged with the student, or legal guardian of a student, the following details must be included in the school plan for administration of medication.

3.1. Administration of Medication

- 3.1.1. The form *Medication Administration Protocol* shall be followed by the staff administering the medication.
- 3.1.2. The principal shall disclose the list of students requiring medication and the person(s) identified to administer it to the vice-principal(s), those involved in administering it, and any other personnel identified in the plan who need this information to carry out their duties.
- 3.1.3. Students will self-administer inhaled medication, unless assistance is required in accordance with the School Plan for the Administration of Medication.
- 3.1.4. Students shall report to one location within the school to receive the medication with the exception of insulin and emergency medications which must be in close proximity to the student (e.g., in a bin/container in a cupboard in their classroom).
- 3.1.5. Unit dose dispensing shall be followed whenever feasible (blister packing is preferred).
- 3.1.6. Medication shall only be administered by school personnel at the school, or on school-sponsored events in accordance with this Regulation. When the student is away on a school-sponsored activity, special arrangements must be made (e.g., a person must be deemed responsible for the administration of the medication, as well as its transportation and storage).
- 3.1.7. *In the event that a medication is administered incorrectly, the principal is responsible for ensuring that a Medication Administration Incident Report form is complete and filed with School Protection.*

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3.2. Storage of Medication

The principal must ensure that:

- All medication being retained in the possession of a student is safely secured, so that it is not accessible to other others.
- Emergency medications such as Epi-pens®, Insulin, Glucagon Ventolin® inhaler, Seizure rescue medication (e.g., Ativan, Midazolam, Lorazepam) are to be accessible at all times to ensure the ability to respond to an emergency.
- Other non-emergency medication being administered by school staff are secured in a lockable storage area (with consideration given to supervision, temperature and exposure to light requirements).
- With respect to students under the age of 16 years, non-emergency medication is to be stored in a separate, locked cabinet with consideration given to the following:
 - Supervision
 - Temperature (e.g., medications requiring refrigeration must be kept in a separate container and separated from food products)
 - Exposure to light requirements
- There is an injectable supply box (e.g., syringes, needles, sharps, gloves) is provided.
- Sharps are safely contained and secured in the medical room;
- There is a three (3) day supply of medication available (e.g., for emergency preparedness).
- In consultation with the family/parents/guardians, the student has the ability to easily access emergency Inhalers and Epi-pens and other medications.

In certain situations, this plan would also apply to students who are older than 16 years of age.

At the end of the school year or the end of the treatment regime, the student's parent(s) or guardian will be responsible for removing from the school any unused medication. If the parent(s)/guardian does not pick up the medication by the end of the school year, the medication will be disposed of at a local pharmacy.

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A student has the right to refuse medication, and in some instances may do so. If the student continues to refuse to comply, the parent/guardian, student's physician, and administrator must be notified.

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