



School District 19
(Revelstoke)

School District No. 19 (Revelstoke)

Policy Manual

5.11 Medication for Students

When a student requires medication for reasons related to their health during school activities, the administration of such medication will be the responsibility of the principal of the school. It is the responsibility of the parent/guardian/caregiver to clearly inform the principal of the student's needs and to provide the school with the appropriate supply of required medication as prescribed by a medical professional.

It is recognized that any medication to be administered should not require special skill or knowledge on the part of the principal or designate. Until proper provisions are arranged, medication is not to be administered, even though this may result in a student being absent from school on the short term. Except in emergency situations, no employee of the School District will administer medication unless it is carried out in accordance with the guidelines within this policy.

Guidelines:

1. These guidelines are to be used for students with an identified health condition that makes it necessary for them to take medication with or without assistance from school staff while at school/school event.

It is also for those students who may require emergency medication for an allergic reaction or pre-existing condition.

2. School staff members will be informed annually of this policy by the principal. The Principal will notify parents/guardians/caregivers through a school newsletter of their obligations under this policy.
3. Students with life threatening conditions must be identified to school staff members, bus drivers and teachers-teaching-on-call at the beginning of the school year or as the information becomes available.

4. Self-administered Medication

4.1 A single day's dosage may be brought to school.

4.2 Where extra-curricular travel is required this dosage may exceed one day.

5. Self-administered Emergency Medication

5.1 For self-administered medicine for emergency purposes (eg. asthma puffers and epiPens), a student is authorized to have this medication on their person while at school.

6. Documentation for Administration of Medication

6.1. A Request for Administration of Medication form is provided to the parent/guardian/caregiver by the school principal, or designate, when the student is registered, or when the parent/guardian/caregiver indicates that medication is required at school.

6.2. The parent/guardian/caregiver will have a physician complete the medical details for all prescription medication.

6.3. The Public Health Nurse is available to review forms and, if necessary, contact the parents/guardians/caregivers or physician for further clarification.

6.4. Any employee responsible for administration of medication must review the information on the form and date and sign the form. Any staff member has the right to refuse to accept responsibility for the administration of medication.

6.5. The Request for Administration of Medication form must be reviewed and updated each September.

7. Medication Log / Storage

7.1. All prescription medication is to be kept secure in the office in the original pharmacy labeled container.

7.2. Emergency medication is to be accessible, but secure, in a location known to all staff who may be administering it, and in some cases in the student's possession.

- 7.3. Students will be dispensed their medication from the office environment and a log will be kept for this purpose. Each time the medication is dispensed it must be initialed by a staff member who has supervised the student taking their medication.
- 7.4. When required, parents/guardians/caregivers will bring medication to school on a regular basis for their children. It is not considered safe, particularly for younger students, to carry medication to school in pockets or lunch kits.