

Red River Valley School Division
ADMINISTRATIVE PROCEDURE G11 -
ADMINISTERING MEDICINES TO STUDENTS



The Red River Valley School Division Board of Trustees believes in providing supports for a safe school environment that meets the diverse needs of all students. Health and medical interventions, including the administration of medication to students, may be necessary to meet the health needs of a student.

Some students attending school require medical management of chronic diseases and illnesses. Caring for a child's health is the responsibility of the parents and/or guardians. In exceptional cases, the school may be authorized to administer medication.

1. Non-prescription medication will not be administered by staff, nor will students be allowed to self-administer non-prescription medication while at school.
2. If administration of medication is necessary for a student's health condition, it will be stated in the student's URIS Health Care Plan (please see divisional document "*URIS Group B procedures for K to 12 schools*" for procedures regarding the Health Care Plan application and implementation process).
3. It is preferable that parents/guardians should make arrangements with their physician to have prescribed medication administered outside of school hours. If it is necessary for a student to take any prescribed medication on a schedule during school hours, it shall be done following these procedures:
 - Authorization for the Administration of the Prescribed Medication shall be completed by the parent/guardian.
 - The first dosage of the new medication shall not be administered by the school. It is the parent/guardian responsibility to ensure the first dose has been well tolerated prior to coming to school.
 - Medication must be delivered to the school by the parent/guardian or designated adult in the original pharmacy labeled container which clearly identifies the:
 - i) Name of the student
 - ii) Name of the prescribing physician
 - iii) Name of the pharmacy
 - iv) Dosage
 - v) Method and frequency of administration
 - vi) Name of the medication
 - vii) Date the prescription was filled
 - viii) The label must be on the container itself, such as a medication bottle, tube, inhaler and not merely on the package.

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- Medication must be sent to the school in the proper dosage. If pills are to be taken in a dosage that is less than one pill, they must be cut to the appropriate size before being delivered to the school. Liquid medication shall be brought to school accompanied by a measuring device which gives the exact dosage.
- When medication is to be given over an extended period of time, the medication is to be provided in a weekly or monthly supply.
- The Administration of Prescribed Medication Record shall be completed by the identified staff or alternate who shall be responsible for administering the medication to the student.

Personnel Responsible for Administering Medication

- A. A Health Care professional- medication shall be administered by a registered nurse, as provided by URIS to students who qualify for URIS A support. This may include the following:
- Complex administration of medication (i.e., via infusion pump)
 - Other clinical interventions requiring judgement by a medical or nursing professional.
- B. Division staff, with suitable training provided by the URIS nurse for students who qualify for URIS B support. Such training is provided on an annual basis. They may include the following:
- Administration of injectable adrenalin
 - Administration of medications by: oral route (i.e., requiring measurement); instillation (i.e., eye/ear drop); topical (i.e., ointment); inhalation (i.e., bronchodilators); pre-set medication pumps and gastrostomy tube.
- C. Division staff knowledgeable of the student's needs.
Medication may be administered by division staff, other than health care professionals, knowledgeable of the needs of the specific student and the medication to be administered by students presenting the following:
- Administration of pre-measured oral medication.

Note: Volunteers to the school system shall not administer medication.

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School Procedures

Administrators are responsible for establishing a system for the health care needs within their school which include the following:

- A. When a student requires medication on a regular basis (i.e., more than 14 days) one staff member (designated employee) shall be responsible for administering the medication to the student. An alternate staff member shall also be identified to administer the medication in the absence of the primary person.
- B. When a student requires administration of medication on an incidental basis, a minimum of two staff members each year shall be responsible for the administration and management of the medication.
- C. Prescribed medication required for less than 14 days – please see below the section entitled '*Short term Medication or Other Medication without a Health Care Plan*'.
- D. Ensure that all staff who are designated to administer medication are trained and knowledgeable about these procedures.
- E. Maintain a location in the school where URIS health care plans are accessible.
- F. In circumstances in which a medication must be administered by a health care professional (i.e., registered nurse) and that individual and appropriate substitute are absent for any reason, then the medication will not be administered. Parents/guardians must make alternative arrangements, preferably before the student arrives at school. If alternate arrangements cannot be made, the student must remain within the care of the parent.

Medication Storage and Safety

- A. Storage of medication
 - Medication is stored in a locked location (i.e., cabinet, cupboard drawer, steel box or similar location), except if the medication may be needed urgently. In this circumstance, the medication does not need to be stored in a locked location and the person requiring the medication will carry it on their person. IF the child is not developmentally able to carry his or her own medication, the medication will be kept in an unlocked safe and accessible location. Such medications include inhalers and adrenaline auto-injectors (i.e., EpiPen).
 - The key for the locked location will be in the care and control of the person responsible for administering the medication(s).

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- The key for the locked location must remain on school premises.
- An alternate key for the locked location will be reasonably available in the school.
- All staff who administer medication in the school setting as part of their usual duties, as well as the school secretary and principal, will know the location of the spare key.
- If a medication requires refrigeration, the locked location/item will be within a refrigerator.
- Medication must be stored separately/apart from any other material or items in the locked location.
- Medications for more than one student can be stored in one locked location; each medication must be clearly labeled

B. Records and Administration Procedures

- Persons responsible for medication administration must be fully aware of
 - i. Specific details of medication administration for individual students.
 - ii. Location of the spared key to the locked storage unit.
 - iii. Location of the Health Care Plan for each student.
 - iv. Emergency procedures pertinent to the medication and student.
- In preparation for administering medications, all persons will:
 - i. Wash their hands and follow *Universal precautions*
 - ii. Prepare the supplies needed (e.g., measuring devices)
 - iii. Review and assure themselves of the following: correct medication, right student, correct dosage, right time, and right method *at each and every administration of medication.*
- The medication label is to be read three times by the person giving the medication:
 - i. When removing the medication from the locked storage unit.
 - ii. Before the medication is removed from the container
 - iii. After the medication is removed from the container but before administration to the student.
- An *Administration of Prescribed Medication* record is required for each student who receives scheduled medication. Each record must include: name of the student, name of the person administering the medication, the date and time of the administration, the outcome of the administration-

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successful or unsuccessful (i.e., refused, missed or other reason for unsuccessful administration).

- i. After administration of medication, the *medication administration record* must be completed immediately and the form signed.
 - ii. The *medication administration record* will be stored in the area where the medication is dispensed.
 - iii. The *medication administration record* is stored in the student's cum. file at the end of the school year with the school year recorded at the top.
- Medications must be returned to the locked storage unit immediately.
 - Person administering the medication shall clean/wash any supplies used in the administration as well as wash their hands.

C. Unsuccessful Administration

In instances where medication administration is unsuccessful:

1. Determine the reason why. For example: Refusal by student, missed administration, overmedication, incorrect medication.
2. Parent/guardian shall be contacted and informed of the situation.
3. Determine actions in consultation with the parent/guardian which may include: contacting student's physician, parent/guardian taking the student home, taking the student to the hospital, other appropriate course of action as determined by parent/guardian and school.
4. If the parent/guardian cannot be contacted, the student's emergency contact or physician will be contacted.

D. Field trips or school sponsored activities held off school grounds

Students requiring medication while attending school, may accompany their class on a field trip only after the school has consulted with the parent/guardian. The medication administration procedures may be adapted to allow students with medication needs to be included on the field trip.

Considerations:

- If it is not necessary to administer the medication during a field trip, it will not be administered.
- Medication must be in the care and control of a responsible adult.
- The Record of Medication Administration must be completed by the person responsible for administering the medication on the field trip.

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- If a student has a Health Care Plan, it must be brought on the field trip and carried by the person administering the medication.
- There must be reasonable and appropriate access to a telephone, cell phone or radio communication during the field trip.
- Emergency medical response must be determined and considered reasonable by the parent/guardian and administrator in consultation with the physician if required.

E. Expiration and Disposal

- Medications have a limited usable timeline of effectiveness. The parent/guardian is responsible for replacing expired medication as well as the removal and disposal of expired medication.
- Medication is the property of the child's family. It is expected that medication will be taken home by parent/guardian for any school closure exceeding two weeks.

F. Parent/Guardian responsibilities

The parent/guardian is to make every effort to have the student's medication taken at home. When this is not possible, the parents/guardians are responsible for:

- Completing the URIS application and/or Administration of Prescribed Medication.
- Ensuring the first dose of medication was administered and well tolerated before coming to school.
- If dosage changes - then URIS plan changes and this can only be done by the URIS nurse.
- Ensuring that an adequate supply of medication in the proper dosage is at the school or brought to the school each day and it is replaced prior to the expiry date; where the child is responsible to carry the medication on their person, that they have been supplied with the medication.
- Ensuring that their child is aware of their responsibility to report at the designated time and location in order for the medication to be administered.
- Picking up unused medication at the end of the school year.

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Short-term Medication or other Medication without a Health Care Plan

When medication is prescribed by a physician for less than 14 days or for a condition that does not qualify for URIS support (e.g., Ritalin), the medication can be administered by school staff if:

- i. The parents/legal guardians complete and sign the "Administration of Prescribed Medication" form.
- ii. The medication is in its original dispensed container, and
- iii. The medication has the official pharmacy label with the physician's name on it, along with directions.
- iv. The procedures outlined above apply to the administration of short term medications.

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