

Administrative Procedure 315

ADMINISTRATION OF MEDICATIONS

Belief

It is recognized that situations may arise from time to time that may require one or more staff members to administer medication to a student in order to preserve the life and welfare of the student. In situations relating to the medical treatment of students, the Division recognizes that its staff members are subject to the responsibilities and limitations inherent in the common law doctrine of 'in loco parentis'.

Procedures

Staff members are directed as follows:

1. Medication of a non-prescription nature, such as, but not limited to, aspirin, shall not be:
 - 1.1 Purchased on the accounts of the Division or any of its schools;
 - 1.2 Housed in any facility of the Division; or
 - 1.3 Distributed to any student enrolled in a school operated by the Division unless approved in accordance with the terms of this administrative procedure.
2. Where a student must receive medication prescribed by a medical practitioner during the school day or during an extra-curricular or co-curricular school sponsored activity, the level of service provided by Division staff for students requiring routine medical attention will be determined by application of the following criteria.
 - 2.1 The Principal shall ensure that the parent provides the following documentation prior to the administration of medication to any student by school staff:
 - 2.1.1 Authorization for Administering Medication ([Form 315-1](#)). This form solicits from the prescribing physician such information as to determine the name of the medication, dosage, diagnosis or reason for the medication to be given, schedule for administration; student's ability to self-administer, possible side effects of the medication, and appropriate means of providing for the storage and security of the medication. This form also provides the written consent from the parent attesting to the request for the administration of the medication and also provides a statement of indemnification for school staff.
 - 2.2 The Principal shall:
 - 2.2.1 Assign one staff member and an alternate staff member responsibility to provide for the administration of, and where necessary, the storage and security of the medication. That staff member is responsible to maintain the Records of Administration of Medicines/Procedures to Students ([Form 315-2](#));
 - 2.2.2 Ensure that the staff monitoring the administration of medication or medical procedure are informed in advance concerning possible

reactions which may occur, and the appropriate procedures to follow as per instructions or inservice from a qualified person. Parents or guardians shall be informed as necessary;

- 2.2.3 Ensure that disposable rubber gloves are provided for use in circumstances where staff members may come in contact with human body fluids (e.g. urine, blood, and feces); and
 - 2.2.4 Ensure that the administration of prescribed medication shall be limited to such period of time as established by the physician.
3. In those instances where a student is deemed by the physician to be capable of self-administration, the staff or alternate designated shall:
 - 3.1 Provide such security for the medication and ensure proper storage. The storage site should be safe / secure, free from tampering, and accessible only to the designated staff or alternate; and
 - 3.2 Complete Form (315-2) and forward it to the Principal in accordance with the schedule established by the Principal.
4. In those instances where the student is deemed by the physician to be incapable of self-administration, the staff member or designated alternate shall:
 - 4.1 Receive instruction in the correct means of administration from the physician or his qualified designate;
 - 4.2 Administer the medication in accordance with the schedule established by the physician/designate;
 - 4.3 Provide such security and ensure proper storage for the medication as is deemed appropriate by the physician and the Principal; and
 - 4.4 Complete Form (315-2) and forward it to the Principal in accordance with the schedule established for same.
5. The parent or physician shall be responsible for advising the Principal, in writing, immediately of any change in the medical condition and/or medication schedule.
6. Upon being advised of a change, the Principal shall forward a copy of the letter to:
 - 6.1 The physician or parent as appropriate; and
 - 6.2 The staff member and/or alternate designated to administer the medicine.
7. Staff members responsible for administering medication to students in accordance with the terms of this procedure, shall be assured that the Division provides liability insurance coverage for all such staff.
8. The Principal, through registration procedures and in consultation with parents or guardians, shall attempt to identify any students who are subject to medical conditions that may be life threatening and who, therefore, may require specific medical attention.
 - 8.1 Having secured medical advice in such cases, the Principal shall attempt to ensure that all who may be involved with the student, (e.g. school staff,

volunteers, school bus drivers and substitutes), are informed concerning any required emergency procedures.

- 8.2 Specific instruction by medically qualified personnel must be provided for staff members who may be required, for example, to provide medical procedures, or give injections for severe allergic reactions, etc.
9. Registration and enrolment procedures respecting student health services shall be as follows:
 - 9.1 At minimum the following data shall be solicited from parents/legal guardians at the time of student registration and enrolment:
 - 9.1.1 Name, address and telephone number of family physician;
 - 9.1.2 Name, address and telephone number of another physician acceptable to the parent/legal guardian (if possible);
 - 9.1.3 Alberta Health Care Insurance number;
 - 9.1.4 Existing long-term medical treatment of the student, if any;
 - 9.1.5 Afflictions which may require emergency medical services, if any;
 - 9.1.6 Information regarding special needs or disabilities;
 - 9.1.7 Telephone number where parent can probably be reached (home/office); and
 - 9.1.8 Name and telephone number of alternate adult contact if parent is not available.
 - 9.2 In the event of a special need or disability, parents shall be requested, but not required, to provide medical/diagnostic documents.
 - 9.3 Such data is to be updated when required and thoroughly reviewed as changes occur or as needed and must be updated and revised annually .

Reference: [Emergency Medical Aid Act](#)
[Policy 2: Role of the Board](#)