

ADMINISTERING MEDICATION/PERSONAL CARE TO STUDENTS

Background

In order for some students to maintain their physical and/or emotional health in the school setting, it may be necessary for them to receive medication and/or medical treatment during the course of the school day. To ensure the safety and well-being of its students, High Prairie School Division (HPSD) requires employees to use extreme caution when administering medication or personal care to students.

Definitions

Medication - means a drug that is obtained either through prescription by a physician or over-the-counter purchase.

Personal Care - includes activities such as toileting, tube feeding, suctioning, catheter care, etc.

Prescribed Medications – medication with specific directions for use, usually prescribed by a physician

PRN Medications (pro re nata) - are over the counter medications administered on an "as needed" basis.

Universal Precautions - are a standard set of procedures designed to prevent transmission of blood-borne diseases such as hepatitis B virus, including use of personal protective equipment. Universal precautions assume all blood and body fluids are considered potentially infectious.

Procedures

1. The parent shall advise the school of any health-related issues that may impact their child.
 - 1.1. Requests for the administration of medication and/or personal care during school-related activities shall be made in writing to the principal.
 - 1.2. Parents shall meet with pertinent staff and provide training for administering medication and/or personal care for their child. The principal shall retain records of the training that was provided, when it was provided, and who participated in the training.
 - 1.3. Parents shall personally deliver medications to the school where it shall be duly noted as received and the amount specified.
 - 1.3.1. It shall be the responsibility of the parent to advise the Principal, in writing, immediately of any changes in the medication schedule.
 - 1.3.2. It shall be the responsibility of the parent to advise the school of any changes in the student's health during the school year.
2. Medications must be maintained in secure storage to which access is restricted.
 - 2.1. PRN and/or prescribed medications must be stored in pharmacy-labelled containers clearly marked with the student's name, dosage, and time of administration of the medication, any possible adverse reactions, and the procedures to follow should one occur.
 - 2.2. Over-the-counter medications must be stored in the original manufacturer-labelled container clearly marked with the student's name, dosage, and time of administration of the medication, and must be maintained in storage to which access is restricted.
 - 2.3. Any unused medication shall be directly returned to the parent at the end of the school year or if the student transfers out of the school.
 - 2.4. Disposal of sharps, blood glucose test strips, and/or other medical waste shall be completed according to occupational health and safety standards.
3. When the school is made aware of a medical condition that may adversely affect a student's ability to participate fully in the school's program, the Principal shall consult with the student's parents and/or physician to determine any limitations that should be placed upon the student's program.
 - 3.1. The parent may make written request that medication and/or personal care be administered to their child during school hours. Such request shall:
 - 3.1.1. be in writing, on the appropriate form;
 - 3.1.2. specify the time(s) at which such medication should be administered;

- 3.1.3. specify the exact dosage to be administered;
- 3.1.4. specify the duration of the treatment; and
- 3.1.5. outline the procedure to be followed in case of adverse reaction.
- 3.2. In cases where the school employees are unable to administer medication/personal care to the student, the Principal will make a written reply to the parent.
- 3.3. No employee shall administer any prescription or non-prescription medication to students unless the conditions in 2 and 3 above have been met; or,
 - 3.3.1. in the case of a suspected anaphylactic reaction, an employee may administer an epinephrine auto-injector or other medication prescribed to a student if the employee has reason to believe the student is experiencing an anaphylactic reaction (see Administrative Procedure 195 – Severe Allergies).
- 3.4. All staff shall follow universal precautions when handling blood and body fluids to prevent exposure to blood-borne diseases.
- 3.5. The principal shall maintain an accurate record of the administration of all medications and instances of personal care.
- 3.6. Records of administering medications shall be scanned into the HPSD document management system.

HPSD Forms

[Administrative Form 314A - Administering Medication/Personal Care to Students Approval Form](#)

[Administrative Form 314B - Request for Administration of Medication to Students](#)

[Administrative Form 314C - Student Medication/Personal Care Schedule](#)

References

Education Act, Section 3, 7, 33, 52, 53, 196, 197, 222

Cross Reference

[Administrative Procedure 181 – Communicable Diseases](#)

[Administrative Procedure 195 - Severe Allergies](#)