POLICY:	ADMINISTRATION OF ORAL MEDICATION			#	1005
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APPROVAL/REVISION DATE:	March 5, 2024	EFFECTIVE DATE:	March 6, 2024	REVIEW DATE:	March 6, 2029
CROSS REFERENCE:					

POLICY

1. Statement Of Philosophy

1.1 In order to enable children with medical problems to enjoy as normal an educational experience as possible, the Thunder Bay Catholic District School Board will provide assistance with the administration of prescribed oral medication at school upon request from the parent and verification from a physician that such medication must be taken at school.

1.2 It is the policy of the Thunder Bay Catholic District School Board to support the voluntary participation of staff in the administration of prescribed oral medication at school in accordance with the accepted guidelines and procedures. However, where voluntary participation is not practical or forthcoming, the Board will require individuals employed as Student Support Persons to provide the assistance, regardless of the primary purpose for their assignment to the school.

GUIDELINES

2. "Parent" for the purpose of this policy is defined as:

- parent(s);
- guardian(s);
- a student who is 18 years of age or older;
- a student who is 16 or 17 years of age and has withdrawn from parental control.

3. "Administration" for the purpose of this policy is defined as:

- actual administration of the oral medication if appropriate or necessary;
- visual supervision and observation of the taking of the medication;
- safe storage and handling of the medication;
- recording of the administration on the approved form.

3.1 The primary responsibility for the administration of medication rests with the parent and child.

3.2 No medication shall be stored, distributed or administered outside the confines of this policy by any member of the school staff.

3.3 If, according to the family physician, oral prescription medication must be administered during school hours, then every attempt shall be made to have the child self-administer OR to have a family member administer the medication at school.

3.4 When oral prescription medication must be administered during school hours and when self or family administration is not possible, the Board will provide assistance.

3.5 The Board recognizes that a designated staff member(s), appointed by the Principal, shall be entitled to administer prescription medication when necessary and on an on-going basis according to the procedures described in this policy.

4. Procedures

4.1 Non-prescription drugs shall not be administered to pupils. The Principal shall, at the beginning of each school year, inform all parents that the school will not administer non-prescription drugs to pupils. (See Appendix A)

4.2 A parent will notify the Principal at the beginning of each school year if a student will be self-administering prescription medication at school. Notification will be provided on the form, Appendix E, which will be stored in the student's OSR and retained in accordance with paragraph 3.3.7 of this policy. A student will bring to school only the appropriate dosage of medication for one day, unless special arrangements are required and have been approved by the Principal.

4.3 Prescription drugs shall be administered to students under the following conditions:

4.3.1 The school has received a completed authorization form from the parent and attending physician. (See Appendix B – "Request and Authorization for the Administration of Oral Prescription Medication"), or written confirmation from the parent that an existing authorization form continues to be valid.

4.3.2 The prescription drugs are hand-delivered by the parent or another adult to the Principal or his/her designate who shall inform the Principal as soon as possible.

4.3.3 The medication is provided in its original pharmacy container bearing the original pharmacy label.

4.3.4 The school Principal has signed the "Request and Authorization for Administration of Oral Prescription Medication" form, Part 3, thereby indicating that the administration of oral prescription medication to the student by an employee of the Thunder Bay Catholic District School Board is permitted in accordance with the procedures established by the school. Where a parent submits written confirmation in a subsequent school year to confirm validity of an existing authorization form, the Principal will attach the written confirmation to the authorization form (Appendix B) and update and sign Part 3 for the new school year.

4.3.5 A completed and signed Appendix B form is maintained in the Documentation File of the student's OSR and in the student's tracking book (see #4 below).

4.4 Once the above steps have been completed and it has been determined that oral prescription medication will be administered by an employee of the Thunder Bay Catholic District School Board, the school must develop procedures for the administration of the medication. Procedures will include:

4.4.1 Identifying staff member(s) to be designated as the employee(s) who will administer the medication; such employees are hereinafter referred to as "designated staff member(s)".

4.4.2 Making such designated staff member(s) aware of the administration procedures.

4.4.3 Identifying a locked central location to store the medication.

4.4.4 Establishing a student's tracking book to house the "Authorization for Administration of Oral Prescription Medication" form (Appendix B) and the "Medication Administration Record" form (Appendix C). Tracking notes will include the name of the medication, the dosage given, the date, time, and name of the designated staff member(s) who will administer the medication. The designated staff member(s) will sign every time medication is administered.

4.5 Once the need for the administration of medication at school concludes, the Principal shall ensure that Appendix B is removed from the student's OSR. The Principal will retain Appendix B and the student's tracking book (which includes Appendix C) for one full calendar year after the need for administration of medication at school concludes. After the one-year retention period, the Principal shall ensure that Appendix B and the student's tracking book are destroyed.

4.6 Once a student is no longer self-administering medication at school, the Principal will remove Appendix E from the student's OSR and will retain Appendix E for one full calendar year after the school receives notice that the student is no longer self-administering medication at school. After the one-year retention period, the Principal shall ensure that Appendix E is destroyed.

4.7 **Pro Re Nata (PRN) Medication** (Prescription medication that is to be administered to students on an "as needed" (PRN) basis) must be documented in Appendix B: *Request for Authorization for Administration of Oral Prescription Medication* form.

4.7.1 The physician's written instruction must include the following information:

- Identification of specific symptoms experienced by the student that would necessitate the administration of the PRN medication;
- Specification of the frequency of doses or the time interval before a repeat dose of the medication is administered.

4.7.2 Before a PRN medication is administered to a student, designated staff must validate the medication when the medication was last given to determine that the administration time complies with authorized frequency of administration. This determination may be accomplished by taking one or all of the following actions:

- Referring to Appendix B: *"Request for Authorization for the Administration of Oral Prescription Medication"* for documentation of the time the last dose was administered;
- Noting the time of the request and validating that the student has been in attendance at school for the length of time of the authorized frequency for PRN medication administration;
- Calling the parent/guardian to validate when the medication was last given at home when the student has been in attendance at school less than the length of time of the authorized frequency for the administration of the PRN medication;

- Before administering PRN medications, the staff member must validate the symptoms being experienced by the student as the symptoms identified by prescribing physician in allowing for the administration of the medication;
- When a PRN medication is administered, the information recorded on Appendix B includes the symptoms for which the PRN medication was administered.

5. The **Roles and Responsibilities** of all individuals involved in the Administration of Oral Medication are described as follows:

5.1 The **School Principal** shall be responsible for ensuring that:

5.1.1 Parents and students are advised of their responsibilities. The principal will provide the parent with a copy of Appendix D of this policy.

5.1.2 Sufficient staff member(s) are designated to administer the oral prescription medication in accordance with the school's procedures, collective agreements and this policy.

5.1.3 An up-to-date and duly completed "Request for Authorization for Administration and Administration of Oral Prescription Medication" form (Appendix B) is placed in the OSR Documentation File and in the student's tracking book. Where the parent has submitted written confirmation that the authorization form continues to be valid for a subsequent school year, the written confirmation shall be placed with the authorization form in the OSR Documentation File and in the student's tracking book.

5.1.4 The "Medication Administration Record" form (Appendix C) is included in the student's tracking book, that proper tracking notes are kept, and that the student's tracking book is otherwise properly maintained and organized.

5.1.5 All documentation required under this policy is retained in accordance with the requirements set out in paragraph 3.3 of this policy.

5.1.6 All medication will be stored in a safe and secure area.

5.1.7 Appropriate procedures are established for the transport and administration of prescription medication on those occasions when the student attends out-of-school excursions.

5.1.8 Appropriate procedures are established in the school for the notification of the parent or emergency contact should the student have an adverse reaction to the medication.

5.1.9 Appropriate procedures are established to contact the parent when fewer than 3 days of medication remain at the school.

5.1.10 Any medication remaining at the end of the school year is returned to the parent or taken to a pharmacy for disposal.

5.2 The **Student** shall, wherever possible and contingent on his/her physical and mental capabilities:

5.2.1 Report to the location in the school for the administration of the oral prescription medication at the appropriate time.

5.2.2 Advise the Principal or the designated staff member(s) of any concerns he/she may have.

5.3 The **Designated Staff Member(s)** shall be responsible for:

5.3.1 Administering the medication as indicated on the "Request and Authorization for Administration of Oral Prescription Medication" form (Appendix B).
5.3.2 Properly completing the "Medication Administration Record" form (Appendix C) every time the medication is administered to a student.
5.3.3 Ensuring the student's tracking book containing the "Request and Authorization for Administration of Oral Prescription Medication" form (Appendix B) and "Medication Administration Record" form (Appendix C) is kept up to date and organized.
5.3.4 Following the out-of-school excursion procedures for the administration of medication as established by the Principal.
5.3.5 Communicating relevant information to any person who may supervise students requiring medication.
5.3.6 Immediately reporting to the Principal and the student's teacher any concerns the designated staff member(s) may have regarding adverse reactions by the student to the medication or other concerns pertaining to the administration of the medication.

5.4 The **Parent** shall be responsible for:

5.4.1 Providing to the school a "Request and Authorization for Administration of Oral Prescription Medication" form, Part 1 (Appendix B) duly completed and signed by the physician.
5.4.2 Where applicable, providing to the school in the following school year(s), written confirmation that the authorization form continues to be valid.
5.4.3 Duly completing and signing Part 2 of the "Request and Authorization for Administration of Oral Prescription Medication" form (Appendix B), and providing the same to the school.
5.4.4 Providing the original prescription container bearing the original pharmacy label.
5.4.5 Providing pharmacy information about the medication.
5.4.6 Providing the school with emergency contact information should the student have an adverse reaction to the medication.
5.4.7 Hand delivering the medication to the school and ensuring the medication supply is kept up to date.
5.4.8 Delivering no more than twenty (20) days of medication to the school at any one time.
5.4.9 Providing whatever information and assistance to the school and designated staff member that may be requested in relation to the administration of the medication.
5.4.10 Teaching the child the procedures for the administration of oral prescription medication at the school, including:
- Identifying the designated staff member(s) responsible for administering the medication;
- Identifying the location to which the student should report for administration of the medication;
- Communicating clearly to the student's teacher, the Principal and/or designated staff member(s) any concerns regarding the administration of the medication.

5.4.11 Removing the medication from the school at the end of the school year. (Medication that is not removed will be taken by the school to a pharmacy for disposal.)