

L# 1071382

JLCD
JLCD-E-1 to 4**ADMINISTERING MEDICINES TO STUDENTS
PRESCRIBED AND OVER-THE-COUNTER****A. Conditions for Accepting Medication for Administration**

When it becomes necessary for a student to take medication during school hours, it shall be in accordance with the following conditions:

1. Authorization and Administration of Prescribed Medication JLCD-E-1 shall be completed by the parent/guardian. This form is completed for every new school year and/or for each medication which requires administration by the school. Should there be a dosage change for any medication a new form must be submitted.
2. The Administration of Prescribed or Over-The-Counter Medication Record JLCD-E-2 shall be completed by the identified staff or alternate who are responsible for administering the medication to the student. These records shall be maintained for one year.
3. The first dosage of new medication shall not be administered at school. It is the parent /guardian's responsibility to ensure the first dose has been well tolerated prior to coming to school and no adverse reactions have occurred. An exception to this occurs for medication that is prescribed for an emergency situation (e.g. adrenaline auto-injector for anaphylaxis, lorazepam for seizures)
4. Medications must be delivered to the school by the parent/guardian or designated adult in the original pharmacy labelled container which identifies clearly the following:
 - a. name of the student
 - b. name of the prescribing physician
 - c. name of the pharmacy
 - d. dose and route (oral, eye drops, etc)
 - e. frequency and method of administration
 - f. name of the medication
 - g. date the prescription was filled.

The pharmacy label must be on the container itself, such as medication bottle, tube, inhaler, etc., and not merely on the package. If requested, pharmacies will provide two original pharmacy labelled containers. One container may be used exclusively in the school setting. It is recommended that this container be a blister pack dispenser. If it is over-the-counter medication see section K.

5. Medication shall 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

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being delivered to the school. Liquid medication shall be brought to school accompanied by a measuring device which shall provide the exact dosage.

6. The school personnel shall only administer the medication at the time of day specified on the Administration of Prescribed or Over-The-Counter Medication Record - JLCD-E-2.

B. Parent/Guardian Responsibilities

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

1. completing the Authorization and Administration of Prescribed Medication form JLCD-E-1.
2. ensuring that the first dose was administered and well tolerated prior to coming to school.
3. sharing accurate information regarding medication and notifying the school in writing of any changes in dosage or time of administration of medication.
4. ensuring that their child has been made aware of their responsibility to report at the designated time and location in order for their medication to be administered.
5. ensuring that their child has received the necessary information and training if they are to be responsible for the administration and/or storage of their own medication.
6. ensuring that an adequate supply of medication in the proper dosage is at the school or is brought to school each day and that it is replaced prior to expiry date. Ideally, a one-month supply of medication should be provided to the school when medication is to be given over an extended period.
7. ensuring the child has been supplied with the medication when he/she is responsible to carry the medication on their own.
8. picking up unused medication at the end of the school year.

C. School Responsibilities

1. Ensuring that all school personnel designated to administer medication are knowledgeable about this policy and its procedures.
2. Identifying a minimum of two staff members each year who shall be responsible for the administration and management of medication on a regular basis for students who do not have an individually assigned caregiver. Preferably, the staff member(s) assigned to administer medication shall do so on a voluntary basis. Another student, including the student's sibling, cannot administer medication.
3. Ensuring that written records are maintained:
 - a. Authorization and Administration of Prescribed Medication form JLDC-E-1

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- b. Administration of Prescribed or Over-The-Counter Medication Record JLCD-E-2
 - c. Name of primary staff responsible for administering medication and an alternate staff member(s)
4. Identifying case managers who shall provide direction and support to parents/guardians and designated staff.
 5. Distributing this policy and exhibits for medication administration to parents/guardians.

D. Personnel Responsible for Administering Medication

1. Administrators must ensure that two staff members will be trained for administering medication to a student. The primary staff will be responsible to administer medication and the alternate staff member will administer medication in the absence of the primary person.
2. A health care professional (e.g. registered nurse) must administer to students that require complex administration of medication (i.e. via infusion pump, nasogastric tube, injection other than adrenaline auto-injector). In circumstances in which a medication must be administered by a health care professional, and that health care professional and appropriate substitute or delegate are absent for any reason, the student shall not attend the school setting. The child shall remain at home in the care and control of the parent/guardian. In the event that the child has already arrived at school, the parents/guardians or emergency contact person will be notified to pick up the child.
3. School personnel must receive training by a registered nurse to administer medication by:
 - a. gastrostomy tube
 - b. inhaled medication for asthma
 - c. adrenaline auto-injector for anaphylaxis
 - d. sublingual lorazepam and intranasal midazolam for seizures.
4. School personnel who are knowledgeable on the needs of the student, the medication prescribed to the student and the regulations outlined in this policy, may administer medication by:
 - a. oral route requiring measurement
 - b. instillation of medication (i.e. eye/ear drops)
 - c. topical medication (i.e. ointment, therapeutic dressing)
5. All school personnel responsible for administering medication shall be aware of the location of all Authorization and Administration of Prescribed Medication forms JLCD-E-1 and Administration of Prescribed or Over-The-Counter Medication Records JLCD-E-2.

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6. School volunteers will not administer medication to students. Exceptions may occur during school excursions (Section I) at the discretion of the school administrator.

E. Storage

1. Medications administered by school personnel shall be stored in a locked location with the exception of emergency medication (see Section E, #2).
2. Medication that may be required urgently shall be carried at all times by the student. In the case of a child not developmentally able to carry his/her own medication, the medication will be kept in an unlocked, safe, easily accessible location and a staff member will be designated its responsibility. Such medication includes, but is not limited to inhalers, adrenaline auto-injector and rescue medication (e.g. lorazepam, midazolam).
3. A locked location may be a cabinet, cupboard, drawer, steel box or other similar arrangements.
4. If a medication requires refrigeration, the locked location shall be, or shall be within, an operating refrigerator.
5. The key to the locked location shall be in the care and control of the person(s) responsible to administer the medications.
6. The key to the locked location shall remain on the premises of the school at all times.
7. A spare key to the locked location shall be reasonably available, and every designated school personnel who administers medication shall be made aware of the location of the spare key.
8. Medications shall be stored separately and apart from any other material, supply or objects in the locked location.
9. Medications for more than one student may be stored in one locked location. Each medication shall be separated by a clear physical means such as, metal partitions, sealable plastic jars or boxes, individual plastic zipper bags or an appropriate equivalent. Each physical separation shall be clearly labeled with the student's name.

F. Safety

1. Appropriate records and administration procedures shall be implemented.
2. School personnel designated to administer medication shall be trained on the procedures outlined in the policy/regulation on a yearly basis.
3. School personnel designated to administer medication shall be fully aware of:
 - a. specific details of medication administration for a student
 - b. location of the spare key to the locked storage location

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- c. location of the Authorization and Administration of Prescribed Medication forms JLCD-E-1 and Administration of Prescribed or Over-The-Counter Medication Records JLCD-E-2 for a student
- d. emergency procedures relevant to the medication and student.
- 4. To prepare for administration of medication, all staff shall:
 - a. wash their hands as per Hand Washing - JLCD-E-4 and implement Universal Precautions for Staff and Students Exposed to Blood and/or Body Fluids EBAA-E/GBGAA-E.
 - b. prepare supplies (e.g. measuring devices, installation appliances, etc.)
 - c. assure themselves of, for each and every administration :
 - i. the right medication
 - ii. the right student
 - iii. the right dose
 - iv. the right time
 - v. the right method
- 5. The staff administering the medication shall read the label three times
 - a. when removing the medication from the locked storage location
 - b. before the medication is removed from its container
 - c. after the medication is removed from its container but before it is administered to the student.
- 6. The Administration of Prescribed or Over-The-Counter Medication Record JLCD-E-2 (see Section G), shall be stored in the area where the medication is dispensed.
- 7. Medications shall be returned to the locked storage location immediately
- 8. Persons administering the medication shall clean/wash any supplies, devices, or appliances used in the administration.
- 9. Persons administering the medication shall wash their hands as per Hand Washing - JLCD-E-4 and implement Universal Precautions for Staff and Students Exposed to Blood and /or Body Fluids EBAA-E/GBGAA-E as appropriate.

G. Record Keeping

- 1. Each student who is administered medication shall have a separate Administration of Prescribed or Over-The-Counter Medication Record JLCD-E-2 stored in the area where the medication is dispensed.
- 2. Each record shall include the:
 - a. name of the student
 - b. name of the person administering the medication
 - c. date and time of the administration
 - d. outcome of the administration
 - i. successful
 - ii. refused
 - iii. missed

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- iv. unsuccessful
 - e. reason for unsuccessful administration and/or other comments (See Unsuccessful Administration - Section H).
- 3. The Administration of Prescribed or Over-The-Counter Medication Record JLCD-E-2 shall be completed immediately following each administration.
- 4. Medication record shall not be signed as given until complete.

H. Unsuccessful Administration

At times, the administration of medication may be unsuccessful. The most common reason for an unsuccessful administration is refusal by the student.

1. Some instances where administration of medication is unsuccessful or there is an error in medication administration include:
 - a. refusal by the student
 - b. failure to administer medication
 - c. overmedication
 - d. incorrect medication
 - e. miscommunication between home/school
 - f. incorrect medication time (more than 30 minutes before or after the designated time of administration)
2. Parent/guardian shall be contacted and informed of the error in medication administration (can occur before or after administration).
3. Determine a course of action in consultation with the parent/guardian which may include:
 - a. contacting the student's physician
 - b. contacting the Poison Control Centre and /or calling 911/EMS
 - c. have the parent/guardian take the student home
 - d. take the student to the hospital
 - e. other appropriate course of action
4. If the parent(s)/guardian cannot be contacted, the school will contact the prescribing physician, the dispensing pharmacist, the emergency contact listed for the child and/or the Poison Control Centre, 1-855-776-4766.

I. Excursions

Students who require medication administered at school may attend excursions outside the school building.

N.B. There may be instances where medical services/emergency response cannot be provided in a timely and appropriate manner. In these individual cases, the school team and/or the parent/guardian may choose not to have the student participate in the excursion.

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The school administrator will exercise his/her discretion to determine if volunteers may administer medication during an excursion.

In general, consideration should be given to:

- Necessity – medication should only be administered during an excursion, if it is necessary
- Care and control – medication shall be in the care and control of a responsible adult except for emergency medication (e.g. adrenaline auto-injector, asthma reliever medication) which needs to be on the student at all times
- Storage - Authorization and Administration of Prescribed Medication form JLCD-E-1 and medication shall be carried by the person responsible for administering the medication during the excursion
- Record Keeping - Administration of Prescribed or Over-The-Counter Medication Record JLCD-E-2 – shall be carried and completed by the person responsible for administering the medication during the excursion
- Emergency Communication – there should be reasonable and appropriate access to a telephone, cellular telephone or radio communication during an excursion
- Emergency Medical Response – emergency medical response must be determined and considered reasonable by the parent/guardian and administrator of the school in consultation with other members of the medical team, if requested.

J. Authorization for the Self-Administration of Medication (Prescription or Over-The-Counter) JLCD-E-3

In circumstances in which a student has a chronic medical condition which requires medication (prescribed or over-the-counter) on a regular basis or for emergencies and is able to safely, competently and consistently manage his/her own medication administration, self administration is possible under the following conditions:

1. The parent/guardian notifies the school of the student's medical condition
2. The parent/guardian completes the Parent/Guardian Authorization for the Self Administration of Medication (prescription or over-the-counter) form JLCD-E-3 and submits it to the school administrator. This form is not required if the student already has a health care plan that outlines the use of their medication.
3. Medication is brought to school in a pharmacy labelled container that clearly indicates the name of the student and the medication.
4. Students in early and middle schools will be required to have controlled substance medications (e.g. codeine, morphine) brought to the school by an adult to be stored in the school office or other adult only accessible locked location.

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K. Over-the-Counter-Medication

Families may request that an over-the-counter medication be administered to a child in a community setting. An over-the-counter medication requires:

- Medication be delivered to the school by the parent/guardian or designated adult in the original container.
- Medication shall be sent to the school in the proper dosage as noted in Section A - 5 and 6.
- Parent/guardian must complete form JLCD-E-1 Authorization and Administration of Prescribed Medication.

L. Expiration and Disposal

- Medications have a finite usable period of effectiveness. The parent(s)/guardian shall be responsible for replacing expired medications, as well as the removal and disposal of expired medication.
- It is expected that medication(s) will be taken home by the parent/guardian or another responsible adult for any school closure or student absence exceeding two weeks.
- The school will dispose of any medication remaining at the school at the end of the school year in accordance with Workplace Hazardous Materials Information Systems (WHMIS) guidelines.

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