

	<i>Chinook's Edge School Division – Administrative Procedure</i>	
	AP 3 -23 Administering Medication to Students	
Related Policies:	Initial Approval: 2010 March 30	
Related Procedures:	Last Amended: 2023 November 13	
Exhibit: EX 1 – Administering Medication Parent/Guardian Permission Form Exhibit: EX 2 - Medical Safety Plan	Last Reviewed: 2023 November 13	

PURPOSE

Division employees do not generally possess the expertise required to determine the need for, or the appropriate means and resources to administer medication/medical treatment to students. It is the primary responsibility of the parent, through and with appropriate attending health care professionals, to inform school staff of a student’s medical condition and provide the necessary training for the administration of medication/medical treatment.

Students who are taking medication during school hours should be treated with care. In order to avoid any confusion over what is or is not required, the following procedures for the administration of medication should be adhered to.

SCOPE

DEFINITIONS

PROCEDURES

1. Principals shall:
 - 1.1. review the current medical information provided by parents on the Student Registration Form. (Administrative Procedure 3 – 25 Student Registration - Exhibit I).
 - 1.2. ensure that all school based staff and bus drivers are aware of the medical needs of all students in the school.
 - 1.3 consider consulting with their student services liaison to determine whether a *Medical Safety Plan* is appropriate for the student.

2. Parents may request to the principal that medication (supplied by the parent) be administered to a child during school hours. Such requests shall:
 - 2.1 be in writing:
 - issued by the parent in the case of non-prescription medication and
 - issued by a doctor or pharmacist in the case of prescription medication.
 - 2.2 specify the time(s) at which such medication should be administered.
 - 2.3 specify the exact dosage and method of administration.
 - 2.4 specify the duration of the treatment.
 - 2.5 outline procedure to be followed in case of suspected adverse reaction.

3. Except those described in #2 above, or required by legislation, schools are not to maintain a stock of prescription or non-prescription medications for student use. This would include over the counter medications such as antihistamines and pain medications. Nasal Naloxone kits were provided for all traditional schools effective the 2023-2024 school year.

4. No student may be given medication designated for another student.
5. No employee shall administer any prescription and/or non-prescription medication to any student unless the above conditions have been met. In addition:
 - 5.1 if the administration of the medication is more complex than employees are comfortable with, additional instruction beyond those specified in #2 will be obtained by the parent from a licensed medical practitioner in writing and approval from the Associate Superintendent - Student Services will be attained, prior to the administering of the medication.
 - 5.2 medication should be stored in either original bubble wrap or original container in a locked cupboard.
 - 5.3 unused medication should be returned to the parent, not sent home with a child.
 - 5.4 a record of each time the medication is administered shall be kept. Two employees should sign and date the administration of medication.
6. Medical cannabis is currently being prescribed by some medical practitioners but is currently not approved drug or medicine in Canada and the Canadian Medical Association does not support prescribing medical cannabis. Medical cannabis in any form should not be administered to students by school staff. Medical cannabis should not be stored in a school facility in any form. Parents of students with a medical cannabis prescription must develop a plan with the school administration for the administration of the medical cannabis by the parent.
 - 6.1 if administration of medical cannabis by school staff is requested for extenuating circumstances, school Principals shall work with their Liaison Superintendent to consider the request. The following information is required to consider the request:
 - a written medical note by a medical practitioner that includes
 - specific time(s) of day that the medication should be administered
 - the exact dosage and method of administration
 - the exact strain of cannabis to be administered
 - the duration of the treatment and
 - an outline of a procedure to be followed in case of a suspected adverse reaction
 - 6.2 the information gathered from 6.1 will be used to determine if the administration of medical cannabis during the school day is necessary.
 - 6.3 no consideration will be given to medical cannabis that must be administered through any form of smoking or inhalation.
7. In an emergency situation, an employee of the Board is expected to act as a responsible parent in the administration of medication in any form to any child.

REFERENCE AND LINKS

HISTORY

2010 Mar 30	Approved
2016 June 01	Amended
2016 Sept 09	Amended
2018 June 14	Amended
2018 June 27	Amended
2019 Nov 26	Reviewed
2022 Mar 03	Revised
2022 April 11	Revised
2023 May 12	Amended
2023 Nov 13	Amended