

<b>STUDENT SERVICES</b>	<b>6000</b>
<b>ADMINISTRATION OF ORAL MEDICATION POLICY</b>	<b>6061</b>

1. Rationale

Lakehead District School Board is committed to ensuring the provision of plans, programs, and/or services that will enable students with health or medical needs to attend and participate in school.

The Ontario Human Rights Code imposes a duty on school boards to accommodate the disability-related needs of each student to the point of undue hardship. All health support services must be administered in a manner that respects, to the degree possible in the circumstances, the student's right to privacy, dignity, and cultural sensitivity.

The Ministry of Education Memorandum Policy/Program No. 81 (PPM 81) Provision of Health Support Services in School Settings identifies that the local school board is responsible for the administration of medication to students attending school during regular school hours. PPM 81, identifies that "no child shall be denied access to education because of special health support needs during school hours."

2. Policy

- 2.1 Lakehead District School Board, upon request from the parent/guardian and verification from a physician, shall endeavour to provide for the administration of prescribed medication to allow the student to attend school, if the student is unable to take the medication without assistance or supervision.
- 2.2 Lakehead District School Board shall arrange for administration of prescribed medication at school in accordance with the accompanying procedures. The Board may require individuals employed as Student Support Professionals (SSPs) to provide the assistance regardless of the primary purpose of their assignment to the school.
- 2.3 Lakehead District School Board is committed to ensuring the provision of support services and the appropriate staff training to enable students with health or medical needs to attend and participate in school, provided they can do so without undue risk.

---

**STUDENT SERVICES****6000****ADMINISTRATION OF ORAL MEDICATION  
POLICY****6061**

---

**3. Guidelines**

- 3.1 The primary responsibility for the administration of medication rests with the parent/guardian, and student.
- 3.2 Medication shall be administered only during school hours if determined to be absolutely necessary on an ongoing basis.
- 3.3 Board staff shall not administer non-prescription medication or prescription medication on a short-term basis (i.e. completion of a prescribed drug for any illness).
- 3.4 If the medication must be administered during school hours, every attempt shall be made to have the student self-administer or another family member administer the medication at school.
- 3.5 Board assistance in the administration of prescribed medication will be through Student Support Professionals (SSPs), administrators or voluntary participation of staff.
- 3.6 The principal shall ensure that, upon registration and each subsequent year, parents/guardians and/or pupils shall be asked to supply information on the need for the administration of prescribed medication.
- 3.7 Staff members who administer medication to students, having been fully instructed by a health professional, shall have full coverage under the Board's liability policy.

<b>STUDENT SERVICES</b>	<b>6000</b>
<b>ADMINISTRATION OF ORAL MEDICATION POLICY</b>	<b>6061</b>

4. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
6061 Administration of Oral Medication Procedures	May 22, 2012	Ontario Ministry of Education Policy & Program Memorandum No. 81
1020 Equity and Inclusive Education Policy and Procedures	<u>Date Revised</u> June 23, 2020	Education Act, section 265 Duties of Principal: Care of Pupils
3092 Privacy and Information Management Policy and Procedures		Ontario Student Record (OSR) Guideline, clause 3.1.5 Special Health Information
6065 Prevalent Medical Conditions Policy and Procedures		Sabrina's Law, 2005, S.O. 2005, c. 7
8070 Safe Schools – System Expectations Policy and Procedures		Ryan's Law (Ensuring Asthma Friendly Schools), 2015, S.O. 2015, c. 3
		Regulated Health Professions Act 1991
		Health Protection and Promotion Act 1990
		Health Care Consent Act 1996
		Ontario Human Rights Code
		Good Samaritan Act, 2001, SOS 2001, c.2
		Municipal Freedom of Information and Protection of

---

**STUDENT SERVICES****6000****ADMINISTRATION OF ORAL MEDICATION  
POLICY****6061**

---

Privacy Act, RSO 1990,  
c.M56

Personal Health Information  
Protection Act, 2004, SO  
2004, c3

Smoke Free Ontario Act,  
2017

Ontario Ministry of Education  
Policy & Program  
Memorandum PPM 161  
Supporting Children and  
Students with Prevalent  
Medical Conditions in  
Schools