

<p>STUDENT SERVICES</p> <p>ADMINISTRATION OF ORAL MEDICATION PROCEDURES</p>	<p>6000</p> <p>6061</p>
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1. Policy

- 1.1 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.
- 1.2 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.
- 1.3 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.

2. Definitions

Anaphylaxis: means a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock; “anaphylactic” has a corresponding meaning.

Asthma Inhalers: every school principal shall permit a pupil to carry his or her asthma medication if the pupil has his or her parent’s or guardian’s permission. If the pupil is 16 years or older, the pupil is not required to have his or her parent’s or guardian’s permission to carry his or her asthma medication.

Emergency Medication: refers to medication that is necessary for a specific condition and situation, e.g. epinephrine for a severe anaphylactic reaction administered by an auto-injector.

Long-term medication: refers to medication that is necessary on an ongoing basis, e.g. drugs that control hyperactivity, seizures.

Medical Procedures: medical procedures include catheterization and suctioning.

Medication: for the purposes of this procedure, refers only to medication prescribed by a physician authorized to practice within the Province of Ontario.

Non-prescription Medication: non-prescription medication is medication for which no prescription is required; i.e., “over the counter” medication such as cough syrup, cough drops and pain relievers.

<p>STUDENT SERVICES</p> <p>ADMINISTRATION OF ORAL MEDICATION PROCEDURES</p>	<p>6000</p> <p>6061</p>
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NOTE: Non-prescription medication should not be brought to school by students of elementary school age, or stored at school, as some students may have adverse reactions to improper usage and other students may inadvertently obtain these medications. Elementary schools should inform parents that children who are ill with short-term illnesses (e.g. colds, influenza, etc.), who need oral non-prescription medication during school hours, should be cared for at home.

Non-prescriptive medication of any type is not to be administered by staff without written direction from a licensed physician.

Oral Prescription Medication: for the purposes of this procedure, oral prescription medication is defined as medicine to be taken orally as a result of a prescription given by a properly authorized physician, or health care professional authorized to prescribe medication, and which is prescribed to a student for a specified period of time.

Parent: every use of “parent” in this administrative procedure includes legal guardians.

Prescription Medication: prescription medication is prescribed by a medical practitioner.

Prevalent Medical Conditions: are conditions that have the potential to result in a medical incident or a life-threatening medical emergency which include, but are not limited to, anaphylaxis, asthma, diabetes and epilepsy.

Self-Administration: self-administration means that the student accepts full responsibility for the medication regime.

Short-term medication: refers to medication that is necessary for a clearly specified period of time, e.g. antibiotics, or trials of drugs for specified conditions.

Staff Administration: staff administration occurs when a Board staff member provides the required dosage of medication at the prescribed time to a student, and/or provides medical procedures to a student.

3. Procedures, Roles and Responsibilities

This procedure applies only to the administration of medications which may be safely administered by an untrained layperson and does not apply to medications which must be administered by a regulated health professional.

The primary responsibility for the treatment of the medical condition(s) of a student lie with parents/guardians and medical practitioners and the safety, health, and well-being of students is a shared concern of the Board and its staff, students and parents/guardians.

STUDENT SERVICES

6000

ADMINISTRATION OF ORAL MEDICATION PROCEDURES

6061

The Board and its staff are responsible for exercising the duty of care, which a reasonably careful and prudent parent/guardian would exercise. A principal does have a duty under section 265(j) of the Education Act: “to give assiduous attention to the health and comfort of the pupils”. It must be recognized that staff administering prescribed medication are acting in the place of the parent/guardian of the student and not as health professionals.

In the course of a school day, situations may arise that require measures be taken to address student’s medication needs. The Board authorizes the involvement of designated staff in the essential administration of prescribed medication only when all of the following conditions apply:

- the use of the medication is prescribed by a physician;
- the medication is essential for a student to continue to attend school;
- it is necessary that the medication must be taken during school hours or during school-sponsored events;
- it is not appropriate for the student to self-administer the medication; and
- the student’s parent/guardian or other authorized adult is not reasonably able to attend at school to administer the medication.

3.1 The Parent/Guardian Will:

- 3.1.1 complete the appropriate administration of prescribed medication forms;
- 3.1.2 complete and sign the Parent/Guardian Request/Release form (Appendix A – Med Form 1) each school year;
- 3.1.3 provide the school with a signed Physician Information form (Appendix A – Med Form 2) each school year;
- 3.1.4 complete and sign the Consultation for Service form (Appendix A – Med Form 3) if a health professional consultation is required;
- 3.1.5 comply with the agreed upon delivery and provision of medication criteria;
- 3.1.6 meet with school staff as required to review the manner of administration of the medication and any related issues;
- 3.1.7 provide up-to-date health and medical information about their child for the purposes of this procedure;
- 3.1.8 provide up to a maximum of one month’s medication in correct dosage under normal circumstances;
- 3.1.9 ensure that the medication is delivered to the principal or designate in original sealed containers properly labeled with:
 - student’s name;
 - name of medication;
 - dosage;
 - frequency/time to be given;
 - name of prescribing physician;
 - side effects; and
 - treatment plan for side effects.

STUDENT SERVICES

6000

ADMINISTRATION OF ORAL MEDICATION PROCEDURES

6061

- 3.1.10 ensure that the medication has not exceeded the expiry date noted on the medication;
- 3.1.11 inform the principal of any changes to the prescription; and
- 3.1.12 complete Request to Terminate Administration of Medication form (Appendix A – Med Form 7) to stop the administration of medication.

3.2 The Principal Shall:

- 3.2.1 ensure that upon registration, parents, guardians, caregiver and students are asked to supply information on any prevalent medical conditions;
- 3.2.2 obtain informed consent from parent/guardian/student prior to displaying and sharing emergency intervention practices information with staff and other approved individuals related to the student's prevalent medical condition. This information is to be posted in a non-public area of the school (e.g. staff room and/or school office in a sealed non-descriptive envelope, etc.) in accordance with applicable privacy legislation;
- 3.2.3 obtain consent to administer medication and complete Appendix A – MED Form 1, Administration of Prescribed Medication and Appendix A – MED Form 5, Management of Emergency Medical Concerns;
- 3.2.4 collect and maintain health and medical information for all students currently registered in accordance with applicable privacy legislation;
- 3.2.5 designate which person(s) will supervise the administration of medication;
- 3.2.6 ensure a daily log or record is in place and completed by designated person(s) Appendix A – MED Form 4;
- 3.2.7 review annually school-based procedures for administration and storage of medication;
- 3.2.8 ensure information is available for staff designated to administer medication;
- 3.2.9 ensure that staff designated to administer medication have received instructions on the administration of the medication;
- 3.2.10 designate an alternate staff member to administer medication if designated staff is absent;
- 3.2.11 review and make decisions regarding the request of a parent/guardian or adult student as detailed on Appendix A – MED Form 1, Administration of Prescribed Medication;
- 3.2.12 provide necessary information and forms to parents/guardians &/or students about the administering of medication as appropriate;
- 3.2.13 develop a school prevention plan that includes:
 - a procedure to ensure that staff and student will have knowledge of and access to the medication during outdoor activities;
 - provision for storage of medication in a safe, accessible place clearly labeled with student's name, physician's name, storage requirements; and
 - a file of completed forms which can be accessed by designated staff.

<p>STUDENT SERVICES</p> <p>ADMINISTRATION OF ORAL MEDICATION PROCEDURES</p>	<p>6000</p> <p>6061</p>
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- 3.2.14 retain the originals of completed Appendix A – Med Forms 1, 2 and 3 in the student’s OSR and also in the student’s Medical Emergency Management Plan file;
- 3.2.15 ensure that a minimum of two staff members assume the responsibility for the administration of the medication to each student requiring this health support service;
- 3.2.16 ensure that the amount of medication is verified on the Record of Administration form (Appendix A –Med Form 4);
- 3.2.17 return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays;
- 3.2.18 ensure that the Return of Medication form (Appendix A – Med Form 6) is completed by the parent/guardian and witnessed by the Principal or designate;
- 3.2.19 dispose of surplus/unclaimed medication should the parent/guardian fail to respond to the Principal’s request by the start of the summer holidays by delivering to a licensed pharmacy for disposal; and
- 3.2.20 ensure that disposal date and method are documented on the Record of Administration form (Appendix A – Med Form 4).

3.3 Board Staff:

- 3.3.1 will administer medication which can safely be administered by a layperson provided that this is within the terms and conditions of the employee’s collective agreement;
- 3.3.2 if the administration of prescription medication at school is not possible through self- administration, SSPs EAs, administrators or staff volunteers, the Board will make arrangements to access the necessary service to administer the medication;
- 3.3.3 will receive information and participate in appropriate training activities regarding the administering of a medication;
- 3.3.4 will ensure that the daily log or record is completed;
- 3.3.5 after consultation with the parent/guardian, the principal will provide designated staff specific information and training with respect to the following:
 - the need to administer the medication in a manner which allows for sensitivity and privacy and which encourages the student to take an appropriate level of responsibility for their his/her medication;
 - dosage, frequency or time specified for administration and the method of administration specified by the physician;
 - proper storage of the medication;
 - possible side effects of the medication and how to respond to them;
 - unique medical needs of the student, if any; and
 - record of Administration of Medication (Appendix A – Med Form 4).

STUDENT SERVICES	6000
ADMINISTRATION OF ORAL MEDICATION PROCEDURES	6061

- 3.3.6 the health professional will complete the Confirmation of Training section of Appendix A – Med Form 3.
- 3.3.7 all medication will be kept in a secure location designated by the Principal and accessible to staff administering medication.
- 3.3.8 all medication, whether administered by the student or staff, will be recorded on the Record of Administration form (Appendix A – Med Form 4) to protect against over and under medication. When dosage is omitted, reason(s) shall be given.
- 3.3.9 any error in the administration of medication shall be immediately reported to the parent/guardian and to the principal/designate by the person administering the medication.
- 3.3.10 staff are to administer first aid and contact emergency medical personal as necessary (calling 911) if medical intervention is required.

3.4 Students:

- 3.4.1 shall comply with taking medication as arranged and approved by the principal;
- 3.4.2 will understand that sharing their medication with other students is a violation of the Board’s Safe Schools policy;
- 3.4.3 will inform school office if taking medication;
- 3.4.4 circumstances may be such, and would be agreed upon, regarding secondary school students who may be able and responsible to manage their own prescribed medication. Secondary students, who are self-administering medication with prior written approval of principal, would bring an amount sufficient for that day only; and
- 3.4.5 will be aware of and comply with the Lakehead District School Board’s Safe School policy and restrictions on alcohol, drug, and tobacco use policies regarding the possession of controlled drugs.

3.5 Public Health Nurse:

Acts in an advisory capacity to principal and staff in order to collaborate and facilitate access to information and other relevant resources.

STUDENT SERVICES	6000
ADMINISTRATION OF ORAL MEDICATION PROCEDURES	6061

4. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Created</u>	<u>Legal Reference</u>
6061 Administration of Oral Medication Policy	May 22, 2012	Ontario Ministry of Education Policy and Program Memorandum No. 81
1020 Equity and Inclusive Education Policy and Procedures	<u>Date Revised</u> June 23, 2020	Bill 3 – Sabrina's Law An act to protect anaphylactic pupils
3092 Privacy and Information Management Policy and Procedures		Education Act, Section 265 Duties of Principal: Care of Pupils
6065 Prevalent Medical Conditions Policy and Procedures		Ontario Student Record (OSR) Guideline, Clause 3.1.5 Special Health Information
8070 Safe Schools – System Expectations Policy and Procedures		Sabrina's Law, 2005, S.O. 2005, c. 7 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 Privacy Act, RSO 1990, c.M56

STUDENT SERVICES	6000
ADMINISTRATION OF ORAL MEDICATION PROCEDURES	6061
	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