

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b>	<b>Code: JHCD</b>
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**ADMINISTERING MEDICATION TO STUDENTS**

- A. Responsibilities of Parent(s)/Guardian(s)
  - 1.. To provide the school with a completed "Administration and Authorization of Prescribed Medication" form that includes:
    - a) a copy of the prescription and recommended dosage;
    - b) the physician's requirements specifying frequency and method of administration;
    - c) the physician's description of anticipated/possible reactions of the child to the prescribed medication;
    - d) the physician's signature - check out according to form chosen;
    - e) parental/guardian permission and signature approving/authorizing the administration of the prescribed medication;
    - f) an outline of the method for delivering medication to the school on request from the school authority.
  - 2. To see that the medication is safely delivered to the school office.
  - 3. To notify the school immediately if the medication is no longer required;
  - 4. To complete an "Administration and Authorization of Prescribed Medication" form each year and whenever the physician changes the prescription.
  
- B. Responsibility of School Administration
  - 1. To designate a specific area with limited access storage space within the school to store the medication.
  - 2. To make every effort to ensure that the medication is required to be taken during school hours. For this purpose, a letter is available for administration to contact the doctor.

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3. To designate a specific staff member to administer the medication to the student on a regular basis. The principal or designate who has full knowledge of the facts, will administer the medication when the designated staff member is unavailable for whatever reason.
4. To ensure that there is a copy of the "Administration and Authorization of Prescribed Medication" form in the student's student record file (clinical records file) and that a copy is available for immediate reference by the principal and/or teacher(s) designated by the principal to administer the prescribed medication.
5. To check to ensure that the medication bottle carries the official label from the pharmacist stating the student's name, physician's name, name of the drug, the dosage to be administered and the time of day it is to be given.
6. To refuse to administer the prescribed medication to any student whose parent(s) or legal guardian(s) has not fully completed the approved "Administration and Authorization of Prescribed Medication" form.
7. To contact the parent(s) or guardian(s) immediately and if they are not available the assistance of a qualified person should be sought if a student will not take the prescribed medication.
8. To ensure that a record is kept by the person administering such medication as to date and time plus space for absence or refusal. Each entry must be initialled by the person so administering the medication.
9. To return unused medication to the parent(s)/guardian(s).
10. The School Board and all staff are covered under the Manitoba School Boards Association liability policy which covers all damages and legal defence.

C. Special Medication Requirements

1. This regulation is restricted to the administration of prescribed medications which can be taken orally or which can be applied externally. The following exceptions may be made following development of an individual plan for administration:

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2. Insulin-Dependent Diabetes – Assistance in administering of insulin by a specially trained staff member who has attended the required inservices and with signed consent by the child’s parent or legal guardian.
3. Asthma –
  - a) Students with asthma who are prescribed inhaled medications to relieve or prevent their symptoms should be allowed to carry their own inhalers. If the parents feel that their child may lose the inhaler, arrangements should be made for the inhaler to be kept in an easily accessible site in the school which is no more than 5 – 10 minutes away from the student at all times. Parents need to consider arrangements for inhalers when their children are involved in school activities away from the school.
  - b) If a student who has asthma inhales asthma medications (bronchodilators and/or anti-inflammatories) prescribed to another student, they will suffer no serious side effects. In the event of an asthma attack, a child may therefore use another student’s asthma medications if they do not have access to their own in an emergency situation.
  - c) If a student who does not have asthma inhales asthma medications (bronchodilators and/or anti-inflammatories) for whatever reason, they will suffer no serious side effects. All staff are to be advised that students with asthma who bring inhalers to school may be allowed to carry them with them at all times.
4. Allergies – Upon medical authorization, students may carry auto-injectors at school.

**D. First Aid**

1. School staff shall not apply any external antiseptics such as mercurochrome to injuries sustained by students. In the case of minor cuts or abrasions, the staff may assist the student in washing the wound with water and, where necessary, helping apply a sterilized bandage. In the case of serious cuts or other injury, the child is to be referred to a physician for treatment.
2. In the event a student is demonstrating any symptoms of illness, the parents of the student shall be contacted. If it is deemed advisable that the student return to their home, such arrangements shall be made. Under no circumstances is a student to be sent home unless a responsible adult is at the home to receive the student. Students at the elementary grade level shall be picked up by a responsible adult or accompanied to their home by a responsible adult.
3. The School Division will encourage staff to obtain and maintain current first aid and CPR certificates.