

INTERLAKE SCHOOL DIVISION

Reference Number: D-3(R8)

Title: Administration of Medication

Department: Student Supports – Student Services

Legal Reference:

Cross Reference:

No. of Related Forms:

Nonprescription drugs are considered to be medication and should not be administered by school staff. However, in instances where a child may need, for example, apple juice for hypoglycaemia, it may be administered by school staff. Details for administration must be received in writing from parents.

If, under exceptional circumstances, a child is required to take prescribed medication during school hours and the parent cannot be at school to administer the medication, the principal or his/her designate only will administer the medicine in compliance with the following procedures:

PROCEDURE

1. A written authorization by the parent or guardian is required before prescribed medicine can be given during the school day.
2. The medicine bottle must carry the official label from the pharmacist stating the child's name, the name of the drug, the dosage to be administered and if possible, the time of day it is to be given.
3. It is the responsibility of the parent or guardian to see that the medication is delivered safely to the school office.
4. The medication must be kept in a safe place in the school and administered by the principal or his/her designate.
5. Teachers and parents involved are to receive a copy of these regulations.
6. In exceptional circumstances where the medication is given as part of the Unified Referral and Intake System, procedures shall be clearly outlined in the student's Health Care Plan and designated staff will be trained and monitored by the divisional health care providers (Interlake-Eastern Regional Health Authority).