

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD**

**ADMINISTRATIVE PROCEDURE
STUDENTS NO. 321**

Effective	August 21, 2019
Last Revised	August 15, 2023

**ADMINISTRATION OF MEDICATION
AND MEDICAL PROCEDURES**

PURPOSE

The administration of prescription and/or non-prescription drugs to a student is the responsibility of the student's parents or guardian or of the student as age-appropriate.

However, the James Bay Lowlands Secondary School Board recognizes that there may be exceptional cases where a student must have a drug or drugs administered during regular school hours. Therefore, the Board will allow the administration of drugs in the school by any of its staff members only in cases where this has been requested, in writing, by the student's parent or guardian and prescribed by a physician.

This administrative procedure has been developed to provide direction for the involvement of staff members in the administration of medication and/or medical procedures.

DEFINITIONS

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

Non-prescription Medication: This is medication for which no prescription is required; i.e., "over the counter" medication. Non-prescriptive medication of any type is not to be administered by staff without written direction from a licensed physician.

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

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

Emergency Medication: Emergency medication is medication prescribed for use in a life-threatening situation (e.g., epinephrine for a severe anaphylactic reaction).

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

Self-Administration: Self-administration means that the student accepts full responsibility for the medication procedures, including storage.

Medical Procedures: Medical procedures may include catheterization and suctioning.

PROCEDURES

1. Students Requiring Medication

- 1.1. The James Bay Lowlands Secondary School Board recognizes that parents and legal guardians may request staff members to administer medication or medical procedures to students in accordance with Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings.
- 1.2. The Board will assist in the administration of oral medication where such medication has been prescribed for use during school hours.
- 1.3. The Board will provide such services as lifting and positioning, assistance with mobility, feeding and toileting, and general maintenance exercises.
- 1.4. The Mental Health and Addictions nurse from the North East Local Health Integration Network may consult with and assist students in need of medication during school hours as agreed to in the Memorandum of Understanding (MOU) between the North East Local Health Integration Network and the James Bay Lowlands Secondary School Board.
- 1.5. Medical/health support services for students must be administered in a manner that respects, to the greatest degree possible in the circumstances, the student's right to privacy, dignity, and cultural sensitivity.

2. Limitations on Staff Involvement

There are limitations on the services that the staff will provide:

- a) Staff members will not administer any medication or medical procedures except as designated appropriate for Board employees to administer under government legislation, including Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings.
- b) Staff members will not undertake any action which would qualify as a medical procedure that may be carried out only by medical professionals licensed under the *Health Professionals Act*.
- c) 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.
- d) Before the administration of medication and/or medical procedures to any student can occur, it must be authorized in writing by the student's parents or guardian and the student's attending physician in accordance with the terms of this administrative procedure. [See the related forms in the References section.]
- e) Services and supports as described in this procedure shall be provided only by authorized Board personnel (i.e., Board staff who have received pertinent information and training). Students and volunteers are not considered authorized.

3. Protection from Liability

- 3.1. Staff members who provide health supports to students shall have full coverage under the Board's liability policies.
- 3.2. When acting in accordance with the directives set out in this administrative procedure, staff members of the Board are covered by the Board's liability insurance, and are supported by the Board through the *Education Act* and its attendant regulations when acting in *loco parentis*—that is, as a kind and judicious parent would act.

4. Emergency Situations

- 4.1. Medication for life-threatening situations, such as allergic reactions to nut products or insect stings, will be administered by staff members as set out in Administrative Procedure 319 Anaphylaxis.
- 4.2. Staff members will also provide ongoing health support and emergency treatment for asthma, diabetes, and epilepsy as described in detail in Administrative Procedure 320 Supporting Students with Prevalent Medical Conditions.
- 4.3. The parent or legal guardian will be informed by the school of any emergency treatment as soon as possible after the treatment is administered.

5. Request for the Administration of Medication

- 5.1. A request for service must be made in writing and must, in the case of prescription drugs, have the authorization of the prescribing physician, documenting the necessity of use during school hours.

- 5.2. A request for a change in medication must be made in writing by the parent and the physician specifying the new medication, the dosage, the frequency and the method of administration, the dates for which the authorization applies and the possible side effects, if any.
- 5.3. The Board has developed the following forms to support this administrative procedure:
- a) Form ADMIN 321-A Physician's Authorization for Medication
 - b) Form ADMIN 321-B Parent/Guardian Authorization and Consent
 - c) Form ADMIN 321-C Individual Student Log of Prescribed Medication.

6. Long-Term Service

- 6.1. In the case of long-term service, a meeting will be held with the parent/guardian and health personnel in order to establish the need for a particular service during school hours and to prescribe the service to be given.
- 6.2. Levels of responsibility will be established and the appropriate in-service for teachers and other staff will be obtained as needed.
- 6.3. In a situation where a student has a life-threatening food or stinging insect allergy, reference is to be made to Administrative Procedure 319 Anaphylaxis. Health support and emergency treatment for asthma, diabetes, and epilepsy is described in Administrative Procedure 320 Supporting Students with Prevalent Medical Conditions.

7. Transportation of Medication

- 7.1. It is expected that the parent/guardian will hand-deliver the medication in its original container to the principal, along with information about storage and safekeeping requirements and with instructions for administration.
- 7.2. All medications shall be:
- a) in the original containers from the pharmacy; and
 - b) clearly labeled with the name of the student, the name of the medication, the frequency and dosage to be given, and the name of the prescribing physician.
- 7.3. No more than one (1) week's dosage of medication is to be held at the school at one time. Exceptions to this include asthma inhalers and EpiPens® and AnaKits®.

8. Storage

- 8.1. As a rule, medication should be kept in a locked cupboard or cabinet, in one place, if possible, accessible to staff administering the medication. Some liquid medications

may have to be stored in a refrigerator. Caution should be taken to ensure that such containers of medication are clearly labeled and are used only by appropriate staff.

- 8.2. Keys to the medication cabinet must be readily accessible to all staff members for use in case of an emergency. The principal shall establish written procedures to address this issue within the school.

9. Administration

- 9.1. When medication is to be administered or supervised by school personnel, the principal will assign the responsibility to the most suitable person.
- 9.2. Medication shall be administered by the person responsible and witnessed by a responsible adult.
- 9.3. Records shall be kept regarding the administration of medication.
- 9.4. Medication will be administered in a manner which allows for sensitivity and privacy and which encourages the student to take an appropriate level of responsibility for his/her medication.
- 9.5. Leftover medication or surplus of medication shall be returned in a safe manner to the parent/guardian.
- 9.6. Any accidental administration of medication, (i.e. medication to the wrong student, dosage error etc.) shall be immediately reported to the physician, principal and the parents/guardian, by the person administering the medication.
- 9.7. Any accidental administration shall be documented immediately by the staff member and a copy of the report filed with the principal and supervisory officer.
- 9.8. The principal will ensure that these procedures are followed, where appropriate, while students are participating in school excursion activities.

10. Record Keeping

- 10.1. The following records will be kept:
- a) written authorization by the parent/guardian and physician for administration of medication;
 - b) a record of administration for each student with reason stated if a dose is omitted;
 - c) the telephone number of the parent/guardian and physician. If applicable, both the work and home number for the parent/guardian is to be available, as well as an emergency number of a contact person;
 - d) a list of all medication being stored in the designated location.

11. Public Information

- 11.1. The principal shall ensure that the parent/guardian of students in the school are made aware of this policy.
- 11.2. Each parent/guardian requesting the administration of medication or the provision of physical/medical procedures will be made aware of this policy.
- 11.3. The supervisory officer shall send a copy of this administrative procedure to the Medical Clinic and the Hospital.

REFERENCE DOCUMENTS**Legal:**

Education Act, Section 265 Duties of Principal: Attention to the Health of Pupils

Sabrina's Law. (2005) An Act to protect anaphylactic pupils

Ryan's Law. (2015) Ensuring Asthma-Friendly Schools

Guideline OSR—Ontario Student Record (OSR) Guideline, clause 3.1.5 Special Health Information

Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings

Ministry of Education Policy/Program Memorandum 161 Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) in Schools (2018)

Municipal Freedom of Information and Protection of Privacy Act

Health Protection and Promotion Act

Health Professionals Act

Personal Health Information Protection Act (PHIPA)

The Good Samaritan Act. (2001). Protection of Individuals from Liability

Board:

Board Policy GOV-13 Equity and Inclusion

Board Policy GOV-15 Accessibility Standards

Board Policy GOV-23 Emergency Response Plans

Administrative Procedure 143 Student Accidents and Illness

Administrative Procedure 206 School Excursions

Administrative Procedure 319 Anaphylaxis in the School

Administrative Procedure 319 Anaphylaxis Handbook

Administrative Procedure 320 Supporting Students with Prevalent Medical Conditions

Form ADMIN 321-A Physician's Authorization for Medication

Form ADMIN 321-B Parent/Guardian Authorization and Consent

Form ADMIN 321-C Individual Student Log of Prescribed Medication