

- Procedure Number: 545
 - Procedure Name: Administration of Oral/Topical Medication to Students
 - Date of Original: 2003 11 12
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Administration of Oral/Topical Medication to Students

1. Requests to the school district to administer medication (short-term or long-term) must be based on the student's requirement to receive medication during school hours to allow regular attendance.
2. The Principal has primary responsibility for ensuring the health, safety and well being of students during school hours.
 - (a) The Principal will inform the Public Health Nurse of the names of all students requiring medication so that instructions or training can be given as needed to the Principal or any staff who volunteer to administer the medication.
 - (b) Instruction to staff volunteers will be updated as needed by the Public Health Nurse, or by request of the Principal and records will be kept of such training. Instructions will be type written.
 - (c) The Principal must ensure that the parent and physician have signed the form from the Public Health Nurse and the form is upgraded as necessary.
 - (d) Medication(s) will be provided in original containers.
3. A log will be kept in the school of the dates and times of administration of medications or supervision of self-medication including any special circumstances and the names of the students concerned.
4. Each school in the district must have a Medical Alert Plan in place for medications needed on a long-term basis. That plan will meet the health and safety needs of the students it serves and will be posted in an appropriate place.
5. In emergency situations every employee has a duty to render assistance to a student, including the administering of medication where necessary.

***Refer to Policy #555 for "Students and Employees with Communicable Diseases".
Refer to Policy #535 for "Life Threatening Allergies in the School".***