

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p>	<p>Code: JHCD</p>
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ADMINISTERING MEDICATION TO STUDENTS

The Kelsey School Division acknowledges the fact that certain students may require prescribed medication during the school day. The Division also realizes that the administration of the medication by the parent or legal guardian of the child is not always possible at the prescribed time during the school day.

In such circumstances, the Division will attend to the administering of the prescribed medication provided that, and only if, the parent(s) or legal guardian(s) of the student meet all prerequisites as identified in the regulations.

The regulations apply to students whose age requires the assistance of school staff. Students should be responsible for the administration of their medication as soon as they are capable of accepting this responsibility.

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ADMINISTERING MEDICATION TO STUDENTS

Responsibilities of Parent(s)/Guardian(s)

- A. To provide the school with a completed "Administration and Authorization of Prescribed Medication" form that includes:
 - i) a copy of the prescription and recommended dosage;
 - ii) the physician's requirements specifying frequency and method of administration;
 - iii) the physician's description of anticipated/possible reactions of the child to the prescribed medication;
 - iv) the physician's signature - check out according to form chosen;
 - v) parental/guardian permission and signature approving/authorizing the administration of the prescribed medication;
 - vi) an outline of the method for delivering medication to the school on request from the school authority.
- B. To see that the medication is safely delivered to the school office.
- C. To notify the school immediately if the medication is no longer required;
- D. To complete an "Administration and Authorization of Prescribed Medication" form each year and whenever the physician changes the prescription.

Responsibility of School Administration

- A. To designate a specific area, with limited access storage space within the school to store the medication.
- B. To make every effort to ensure that the medication must absolutely be taken during school hours. For this purpose, a letter is available for administration to contact the doctor. (see page 4)

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- C. 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.
- D. 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.
- E. To check to ensure that the medication bottle carries the official label from the druggist stating the child's name, physician's name, name of the drug, the dosage to be administered and the time of day it is to be given.
- F. To refuse to administer the prescribed medication to any child whose parent(s) or legal guardian(s) has not fully completed the approved "Administration and Authorization of Prescribed Medication" form.
- G. 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.
- H. 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.
- I. To return unused medication to the parent(s)/guardian(s).

As per the letter from the Risk Manager of the Manitoba Association of School Trustees dated January 13, 2004, "The school board and all staff are covered under the liability policy which covers all damages and legal defence. The amount is \$30,000,000. Negligence is definitely covered."

Special Medication Requirements

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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- a. Juvenile Diabetics – 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.
- b. Asthma – children 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 children are involved in school activities away from the school.
 If a child who has asthma inhales asthma medications (bronchodilators and/or anti-inflammatories) prescribed to another child, they will suffer no serious side effects. In the event of an asthma attack, a child may therefore use another child’s asthma medications if they do not have access to their own in an emergency situation.
 If a child 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.

First Aid

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.

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.

The Division will encourage staff to obtain and maintain current first aid and CPR certificates.

KELSEY SCHOOL DIVISION

Authorization for the Administration of Prescribed Medication

TO BE COMPLETED BY PARENT/GUARDIAN

STUDENT IDENTIFICATION:

Name _____
Date of Birth _____
M.H.S.C. # _____ P.H.I.N. # _____
Phone _____
Address _____

PARENT/GUARDIAN IDENTIFICATION:

Names _____
Work # Mother _____
Work # Father _____

SCHOOL IDENTIFICATION:

Name of School _____
Address _____
Phone _____

PHYSICIAN IDENTIFICATION:

Name _____
Address _____
Phone _____

Emergency contact if unable to reach parent/guardian:

Name _____ Phone _____

TO BE COMPLETED BY PARENT/GUARDIAN IN CONSULTATION WITH PHYSICIAN AND/OR PHARMACIST

MEDICATION INFORMATION:

Name of Physician Consulted _____ Phone _____

Name of Pharmacist Consulted _____ Phone _____

Name of Medication _____

Reason for Medication _____

Dosage and Method of Administration _____

Approximate time(s) of administration during the school day _____

Start Date : y/m/d _____ End Date : y/m/d _____

Specific storage requirements _____

Side effects to watch for and actions required if these side effects are observed

Action required if medication missed _____

Authorization for the Administration of Prescribed Medication

PARENT/GUARDIAN AUTHORIZATION

- a) Parents must make every effort to ensure that medication does not need to be administered during school hours. The Division reserves the right to correspond with the physician should concerns about administration be presented by the staff.
- b) The parent/guardian or designated adult is responsible for the delivery and supply of the medication. If requested, pharmacies will provide two original pharmacy labelled containers. Unused medication will be returned to the parent(s)/guardian(s).
- c) The medication container must carry the official label from the druggist stating the child's name, physician's name, name of the drug, the dosage to be administered and the time of day it is to be given. The container must also have the official label of the pharmacy.
- d) It is the responsibility of the parent/guardian to notify the school in writing of any changes in dosage or time of administration of medication.
- e) The school administrator will designate a specific staff member to administer the medication to the student on a regular basis. If the designated staff member is unavailable for whatever reason, the school administrator will ensure that the person assigned to the task has full knowledge of the facts.
- f) The school administration reserves the right to refuse to administer prescribed medication to any child whose parent(s) or legal guardian(s) has not fully completed this "Administration and Authorization of Prescribed Medication" form.
- g) The school administration will 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 .
- h) Authorization automatically terminates June 30th of the current school year or upon change in medication.

I hereby request and authorize the school to administer the prescribed medication to my child. I also certify that the first dosage of the medication was given at home and was well tolerated. School personnel are authorized to contact the physician/pharmacist regarding any questions as to the administration of the medication.

Date

Signature of Parent/Guardian

Date received by the school: _____

Signature of school administration: _____

