	<p>John McGivney Children's Centre School Authority Student and Student Health – Procedure</p>	<p>PR 4008</p>
	<p>Administration of Medication by School Staff</p>	

## Purpose

### PRESCRIPTION MEDICATION


- A Request and Authorization for Administration of Medication by School Staff (SA 10002a) form will be completed by the parent/guardian and the physician, and be forwarded to the principal prior to the administering of any prescription medication;
- For each school year and whenever a modification of the prescribed medication is directed by the physician, a new Request and Authorization for Administration of Medication by School Staff will be completed by the parent/guardian and the physician, and be forwarded to the principal;
- The Principal shall ensure that all medications are stored in a secure designated location.
- Forms (SA 10002a) and administration records (SA10006) will remain on file one year beyond the end of the school year to which the record pertains.

### PRO RE NATA (PRN) MEDICATIONS

- Any prescription medication that is to be administered to students on an “as needed” (PRN) basis must be documented in the **Individual Plan of Care**.
- A Request and Authorization for Administration of PRN Medication by School Staff (SA 10002b) form will be completed by the parent/guardian and the physician, and be forwarded to the principal prior to the administering of any prescription medication;

The physician's written instruction must include the following information:

- Identification of specific symptoms experienced by the student that would necessitate the administration of the PRN medication;
  - Specification of the frequency of doses or the time interval before a repeat dose of the medication is administered.
- Before a PRN medication is administered to a student, designated staff must validate when the medication was last given to determine that the administration time complies with authorized frequency of administration. This determination may be accomplished by taking one or all of the following actions:
    - Referring to the Record of Administration of Medication by School Staff for documentation of the time the last dose was administered;
    - Referring to the Parent/Guardian/Daycare written documentation for verification of the time the last dose was administered;

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- Noting the time of the request and validating that the student has been in attendance at school for the length of time of the authorized frequency for PRN medication administration;
  - Calling the parent/guardian to validate when the medication was last given at home when the student has been in attendance at school less than the length of time of the authorized frequency for the administration of the PRN medication;
  - Before administering PRN medications, the staff member must validate the symptoms being experienced by the student as the symptoms identified by the prescribing physician in allowing for the administration of the medication;
  - When a PRN medication is administered, the information recorded on the Record of Administration of Medication by School Staff includes the symptoms for which the PRN medication was administered.
- The Principal shall ensure that all medications are stored in a secure designated location.
  - Forms (SA 10002a) and administration records (SA10006) will remain on file one year beyond the end of the school year to which the record pertains.

### **NON-PRESCRIPTION MEDICATION**

- Parents/Guardians must request in writing the administration of non- prescription medications by school staff by completing the appropriate form (SA10002a or SA10002b), including sections to be completed by the prescribing medical practitioner.
- The Principal shall ensure that all medications are stored in a secure designated location.
- Forms (SA 10002b) and administration records (SA10006) will remain on file one year beyond the end of the school year to which the record pertains.

### **Additional Information**


The John McGivney Children's Centre School Authority is committed to the principles of equity and inclusive education which value and promote human rights and social justice in all of its policies, programs, guidelines, operations and practices.

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### Forms

Applicable Documents/References:

Document/Form Number	Document/Form Title
<a href="#">4008 Administration of Medication by School Staff Policy</a>	Administration of Medication by School Staff Policy
<a href="#">SA10002 (a)</a>	Request and Authorization for Administration of Medication by School Staff
<a href="#">SA10002 (b)</a>	Request and Authorization for Administration of PNR Medication by School Staff
<a href="#">SA10006</a>	Record of Administration of Medication by School Staff
Individual Plan of Care	<a href="#">Anaphylaxis Care Plan</a>  <a href="#">Asthma Care Plan</a>  <a href="#">Epilepsy Care Plan</a>  <a href="#">Diabetes Care Plan</a>
<a href="#">MOE PPM No. 149</a>	Protocol for Partnerships with External Agencies for Provisions of Services by Regulated Health Professionals, Regulated Social Services Professionals, and Paraprofessionals
<a href="#">MOE PPM No. 161</a>	PPM 161 – Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) in Schools
<a href="#">MOE PPM No. 81</a>	Provision of Health Support Services in Schools
<a href="#">Education Act, Section 265</a>	Duties of Principal
	<a href="#">Bill 3- Sabrina's Law - An Act to Protect Anaphylactic Pupils, 2006</a>
	<a href="#">Ryan's Law (Ensuring Asthma Friendly Schools), 2015</a>

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PROCEDURE: STUDENT AND STUDENT HEALTH: PR4008

EFFECTIVE: June 18, 2019

AMENDED:

REPEALED:

REVIEW DATE: 2023-2024

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