

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Dispensing of Medication in Schools	CODE: IGC
LEGAL STATUS: Board Motion #9.06, #21.16	DATE APPROVED: 25 Jan 16

Background: The physical well-being of each student is to be of foremost consideration and corresponding action.

POLICY: School board employees will take steps that are appropriate and reasonable to provide a safe environment for students with health problems and are authorized to assist parents in managing health concerns to reduce the risk of a severe or life-threatening incident occurring.

Guidelines:

1. Parents/guardians will inform the school annually of any medical conditions requiring administration of medication during regular school hours pertaining to their child. Documentation from a medical practitioner may be required.
2. Parents/guardians will provide the school with all necessary materials and instructions to deal with the medical condition and teach the child to take age appropriate responsibility to look after his/her health concerns.
3. The school will take the necessary steps that are reasonable and do not cause hardships for others, to ensure the safest environment possible for the child with specific health needs.
4. Principals will assign school personnel to administer medication as required.
5. Authorized school personnel may provide students will non-prescriptive medication (e.g., Tylenol) with parent/guardian authorization. The dispensation will be recorded using school division forms.
6. Students who are able to take responsibility for self-administration of prescriptive and non-prescriptive medication are to limit the amount of medication to a daily dosage kept locked in a locker or secured on themselves.
7. All prescriptive and non-prescriptive medication that is not self-administered is to be kept locked in the office or designated area.
8. Parents/guardians who request that authorized school personnel administer medication must fill out the medication form-provided by the school division.

Procedures:

1. The principal will determine who will administer prescriptive and non-prescriptive medication.
2. A record will be kept of every time school authorized personnel administer medication.
3. Parents/guardians are to inform the school if there is a change in medication and/or dosage and make the appropriate changes on the medication form.
4. Any extra medication that is left at the end of the school year is to be returned to the parent or guardian. In the event, the parent or guardian can't be reached, the medication is to be returned to the dispensing pharmacy.
5. The medication form is to be completed annually.