

Oral Medication

It is the policy of Superior-Greenstone District School Board that all children are entitled to safe and healthy environments, including an allergen safe environment, in our schools. In addition, all children with health problems have an equal opportunity for education. Therefore, it may be necessary from time to time for oral and anaphylactic medication to be administered during school hours.

This position constitutes a major challenge in those cases where a student has a life-threatening allergy, i.e. anaphylactic. In order to minimize the danger to these students while in attendance at school or at a school-related event, it is our policy that the Board procedures dealing with anaphylactic reactions be implemented in schools when a student is identified as being anaphylactic susceptible.

It is understood that it is the responsibility of parents/guardians to administer medication to their children. Treatment regimes should, where possible, be adjusted to avoid administration of oral medication during school hours. When this is not possible, providing that all the conditions set out in the Preconditions (as listed below) are met, then the Board will make every effort to provide for the administration of oral and anaphylactic medication in its schools.

Preconditions

Procedures relative to the administration of oral medication will only be applicable when all of the following conditions have been met:



- ➔ A written request has been received from the parent, and
- ➔ Written authorization has been provided by a physician,
- ➔ The authorizing physician indicated that medication **MUST** be provided during school hours.

7.0 Central File

- 7.1 The Principal shall establish and maintain in the school office a file for each student receiving oral or anaphylaxis medication on the school premises, with the following data included:
- ➔ The original request and authorization forms,
 - ➔ Any requests and authorization for change, and
 - ➔ All records of administration of medication
- 7.2 All records should be kept on file and stored with (not in) the Ontario Student Records and retained in the school for 7 years.

8.0 Self-Administration

- 8.1 The Principal may, with the written authorization of the parent and/or physician, allow the medication to be administered by the student in a manner which allows for privacy and sensitivity and which encourages mature students to take an appropriate level of responsibility.

9.0 Non-Prescription Medication

- 9.1 The Principal may, upon written parental request, allow for the administration of non-prescription medication to a student according to the foregoing procedures for handling prescription medication.

Oral Medication Policy & Procedure



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PROCEDURES

1.0 Authorization

- 1.1 The school principal shall obtain the necessary authorization from the parent and physician detailing the following:
- ➔ Type of medication to be administered
 - ➔ Required dosage
 - ➔ Schedule for administration
 - ➔ Method of administration
 - ➔ Possible hazards or side-effects and action to be taken in their event
 - ➔ A contact in the event of emergency
- 1.2 Forms are to be used to facilitate gathering this data. The following forms can be obtained from the school office:
- ➔ Parental Request
 - ➔ Physician's Authorization
 - ➔ Parent's Authorization
 - ➔ Medication Log

2.0 Administration

- 2.1 The Principal shall, upon determining the request falls within the guidelines as herein set out, be responsible for ensuring that the appropriate systems, outlined below, be put in place with the student.
- 2.1.1 **Oral medications** - The Principal shall request the voluntary assistance of an employee and designate one staff member as being in charge.
- 2.1.2 **Anaphylactic Reactions** - The Principal shall ensure that all teaching and non-teaching staff are prepared to administer the emergency medications to the student.
- 2.2 In consultation with parents and Public Health staff, all teaching and non-teaching staff shall be given staff development in the use and administration of the Epipen, where necessary.

2.3 Anaphylactic Reactions:

The Principal of each school shall:

- 2.3.1 Prepare and display Student Allergy Alert Poster with the Anaphylactic Reaction Protocol prominently displayed in areas such as the Staff Room, Office or High Traffic Area.
- 2.3.2 Ensure that all staff in the school - regular, part-time and casual/volunteers - are aware that there is an anaphylaxis susceptible student in the school. They should know the name, class and prominent features.
- 2.3.3 Ensure that the school bus company and drivers are made aware of those students with allergic reactions that require them to have available Epipens. And the Principal will, in consultation with parents and the route bus driver establish routines for the identified students. This may include displaying posters in the appropriate places (i.e. garage and bus line offices) and/or working with the bus company to be sure that substitute bus drivers are aware of the students on any route.

3.0 Transportation

- 3.1 The Principal shall, in cooperation with the parent, determine the method by which medication(s) shall be conveyed to and from home.
- 3.2 In making this determination the following factors should be considered:
- ➔ The age of the student
 - ➔ The degree of maturity and responsibility demonstrated by the individual student,
 - ➔ The degree to which the medication is considered "secure" when carried by the student, and
 - ➔ Any other relevant factors. i.e.-- special procedures regarding anaphylaxis (use of a fanny carrying pack)
- 3.3 Medication should be delivered to the appropriate school official upon an agreed schedule.

4.0 Storage

The Principal shall ensure that all medication is kept in a secure location either centrally in the school or

otherwise as determined. Anaphylaxis medication (epipen) needs to be secure and readily available to the students. (See 3.2)

- 4.1 **NOTE:** Unless a refrigerator, which can be considered secure, is currently included in the school's inventory, medication requiring such storage cannot be accepted.

5.0 Labeling

- 5.1 All medication stored on school premises must be clearly labeled to indicate:
- ➔ Name of student
 - ➔ Name of medication
 - ➔ Dosage
 - ➔ Frequency of administration
 - ➔ Method of administration
 - ➔ Food or medication that could be contra-➔ indicated with the drug, and
 - ➔ Instructions, re: storage
- 5.2 When unclear as to any of the above, it shall be the responsibility of the parent to obtain clarification from the prescribing physician or dispensing pharmacist and provide it to the school authorities.

5.0 Medication Log

- 6.1 The Principal shall ensure that a daily record of the administration of any medication is maintained and that such record includes the following information:
- ➔ Name of student and type of medication
 - ➔ Date, time and dosage administered
 - ➔ Means of administration (i.e. spoon, mix with food or liquid, epipen, tablet etc.)
 - ➔ Physical description of medication (i.e. liquid, pill, colour, etc.)
- (To be initialled daily by person administering)