



Department: Programs and Services
Section: Student Services

Generally:

The Annapolis Valley Regional School Board (AVRSB) believes that the administration of medication to students while attending school or engaged in school-sponsored activities requires careful consideration and oversight. The Board recognizes that, while parent(s)/legal guardian(s) have the primary responsibility for administering medication to students, there are cases where students require assistance from school staff.

For the purpose of this procedure, medication refers to prescription medication that has been prescribed by an authorized health care professional.

Specifically:

1.0 Application

- 1.1 This procedure applies to students only when they are under the care of school personnel, for example, when
 - students are on school property during school hours,
 - students are participating in school activities during the school day, and
 - students are engaged in school-sponsored activities outside of regular school hours and have the permission of their parents/legal guardians to participate in such activities.
- 1.2 This procedure does **not** apply when students are attending an event as spectators outside of regular school hours (for example, watching a hockey or soccer game) or when students are not under the care and supervision of school personnel.
- 1.3 This procedure applies to all students whose medication is deemed to be High Alert regardless of their age or grade (refer to Appendix A for definition of High Alert).
- 1.4 Students in Grade Primary to Five: students shall not carry on their person medication other than those approved through an emergency or individualized plan of care.
- 1.5 Students in Grades Six to Nine: students may, when the principal deems it appropriate, carry and self-administer medication that is not High Alert.
- 1.6 Students in Grade 10 – 12: students may carry and self-administer medication that is not High Alert.
- 1.7 Notwithstanding 1.4, the principal may approve, on an exception basis and in consultation with the parent(s)/legal guardian(s), a student in grades Primary to five to carry a prescribed inhaled medication for the purposes of self-administering.
- 1.8 This procedure outlines provisions for:

- 1.8.1 the administration of oral or inhaled medication that requires, by law, a prescription by an authorized health care professional and that is to be administered by school board personnel during school hours;
 - 1.8.2 an emergency or individualized plan of care requiring the administration of medication. Parties involved in the development of the plan of care should include parent(s)/legal guardian(s), Student Health Partnership Program Registered Nurse, school personnel, and appropriate health care professional.
- 1.9 The injection of medication in non-emergency situations will be administered only by authorized health care professionals, the parent(s)/legal guardian(s), or self-administered by the student.

2.0 Responsibility

- 2.1 This administrative procedure shall be implemented by school principals, assisted as needed by parent(s)/legal guardian(s) and appropriate school staff, in conjunction with the Student Health Partnership Program Registered Nurse and appropriate medical professionals.
- 2.2 all parent(s)/legal guardian(s) of students who require the administration of medications by school staff, while the student is under the supervision of school personnel, must notify the school principal;
- 2.3 In the event that a staff member is informed that a student requires the administration of medications while under the supervision of school personnel, the staff member is required to notify the school principal as soon as possible.
- 2.4 In the event that a school principal acquires and confirms information that a student has a medical condition that necessitates an emergency or individualized plan of care, a medical condition that is precarious to the student, or a medical condition that could have a serious negative effect on the health of other students, the principal will consult with the Student Health Partnership Program Registered Nurse to determine procedures for effectively dealing with the issue.

3.0 Implementation

- 3.1 When an authorized health care professional has recommended medication that should be administered during school hours, a request for the administration of medication must be made by the parent(s)/legal guardian(s) (see *Form AP403.10k - Administration of Prescribed Medication to Students*). Such a request must include the dates for which the parent's/legal guardian's authorization applies, as well as, be accompanied by all relevant supporting information, including copies of any written information provided by the pharmacy such as:
 - the name of the medication,
 - the dosage,
 - the frequency,

- the time and method of administration,
 - storage and safekeeping requirements, and
 - possible side-effects.
- 3.1.1 Parent(s)/Legal guardian(s) are responsible for ensuring that the school receives new documentation anytime a change in medication and/or administration of medication occurs.
- 3.2 Any medication submitted to the school for administration to a student must be in an original container provided by the pharmacy with a pharmacy label.
- 3.3 When it has been determined that the school will be involved in the administration of medication to a student, the following steps shall be followed:
- 3.3.1 The principal shall provide the parent(s)/legal guardian(s) with *Form AP403.10k - Administration of Prescribed Medication to Students*.
 - 3.3.2 The parent(s)/legal guardian(s) shall complete and sign *Form AP403.10k - Administration of Prescribed Medication to Students*, and return it to the principal. The parent(s)/legal guardian(s) are responsible for signing this form when the medication changes, or at least annually.
 - 3.3.3 The principal shall ensure that a copy of *Form AP403.10k - Administration of Prescribed Medication to Students*, is filed in the student's Cumulative Record.
 - 3.3.4 The principal shall review *Form AP403.10k - Administration of Prescribed Medication to Students* and assign a staff member and an alternate staff member to receive the medication, ensure its storage in a proper and secure storage device, and administer the medication as directed.
 - 3.3.4.1 Ensure each medication is labeled with the student's name, drug name, prescribed dose, the time/administration schedule, and route the medication is to be administered.
 - 3.3.4.2 Ensure each medication is safely stored according to instructions provided by the parent(s)/legal guardian(s).
 - 3.3.4.3 Keep emergency medications in a safe, unlocked, and accessible location.
 - 3.3.4.4 Store non-emergency medications in a locked space with individual containers for each student.
 - 3.3.4.5 Ensure medications requiring refrigeration are kept in a secure refrigerated space, accessible only to school staff.
 - 3.3.4.6 Ensure medication is administered in a manner which allows for sensitivity and privacy.
 - 3.3.5 The principal shall ensure that necessary training or instruction for the safe and proper administration of the medication is provided by the Student Health Partnership Program Registered Nurse or a designated health care professional.

- 3.3.6 The parent(s)/legal guardian(s) shall deliver the necessary medication to the assigned staff member in a timely and appropriate manner.
- 3.3.7 Procedures to follow for administering prescribed medication:
- 3.3.7.1 Complete and maintain for each student *Form AP403.10L - Administration of Prescribed Medication Record* or *Form AP403.21 - Appendix B Record of Insulin Administration via Insulin Pump*, as applicable. Forms are to be filed in a binder in the school main office.
 - 3.3.7.2 Ensure that High Alert medications administered during school hours be witnessed prior to administration and co-signed on *Form AP403.10L - Administration of Prescribed Medication Record* or *Form AP403.21 - Appendix B Record of Insulin Administration via Insulin Pump*, as applicable.
 - 3.3.7.3 Document student absences on *Form AP403.10L - Administration of Prescribed Medication Record* or *Form AP403.21 - Appendix B Record of Insulin Administration via Insulin Pump*, as applicable.
 - 3.3.7.4 Report a medication error or Near Miss to the principal immediately for appropriate action (see definition of Near Miss in Appendix A).
 - 3.3.7.5 Notify the principal immediately if the prescribed dose of the student medication is not available.
 - 3.3.7.6 Support the student to take an appropriate level of responsibility for his or her medication.
- 3.3.8 When written directions from the authorized health care professional indicate that failure to administer medication and/or procedures exactly on the schedule and in the manner prescribed could result in serious medical consequences, the principal shall instruct the assigned staff member to always have the administration witnessed by another person, and to have both persons initial the *Form AP403.10L - Administration of Prescribed Medication Record* or *Form AP403.21 - Appendix B Record of Insulin Administration via Insulin Pump*, as applicable.
- 3.3.9 If for any reason medications/procedures fail to be administered properly, the principal shall ensure that the parent(s)/legal guardian(s) is notified as soon as possible within the same day.
- 4.0 The administration of insulin via insulin pump will be administered according to BP/AP 402.21 - Students with Type 1 Diabetes.
- 5.0 The injection of prescription medications for emergency situations will be administered according to the *BP/AP 403.22 - Students with Life Threatening Allergies* and *BP/AP 402.21 - Students with Type 1 Diabetes*.

6.0 Sample/Trial Medication

6.1 An authorized health care professional must complete *Form AP403.10k-1 - AVRSB Sample or Trial Medication Form* when prescribing a sample or trial medication that is being provided to a student while attending school or engaged in school-sponsored activities.

6.2 When the school has received *Form AP403.10k-1 - AVRSB Sample or Trial Medication Form* completed by the student's prescribing health care professional, procedures outlined in Article 3.0 shall be followed.

7.0 Monitoring

7.1 The Director of Programs and Services is responsible for the implementation, monitoring, and revision of this administrative procedure.

7.2 This administrative procedure will be monitored annually.

Superintendent Approved: March 28/02

Ref: BP 403.10, Appendix A; Appendices Forms: AP403.10K, AP403.10k-1, AP403.10L; BP/AP 403.21 Students with Type 1 Diabetes; AP403.21 Appendix B; BP/AP 403.22 Students with Life Threatening Allergies

Monitoring Date: Annually

Revised: Feb 14/14