



YORK CATHOLIC DISTRICT SCHOOL BOARD

No.: 207	Section: Students
Approved: December 1984	
Revision Dates: April 1996, August 2003, April 18, 2006	
Implementation: Director of Education	

POLICY:

ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENTS

The Board recognizes that some students in schools may require oral prescription medication on a regular basis.

IT IS THE POLICY OF THIS BOARD that no student requiring such prescription medication be denied attendance to its schools. However it is the responsibility of parents/guardians to administer prescription medication to their children. Treatment regimes should, where possible, be adjusted to avoid administration of prescription medication during school hours. When this is not possible, parents may request the assistance of school personnel through the principal.

CROSS REFERENCE

PROCEDURES:	Administration of Prescription Medication to Students
FORMS:	Form S16 Parental Acknowledgment & Consent
	Form S16(a) Administration of Prescription Medication for Non-Life Threatening Conditions
	Form S16(b) Administration of Medication Diabetes Information Card
	Form S17 Student Prescription Medication Log

PROCEDURES

ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENTS

PROCEDURES:

The following procedures relate to and are limited to the administration of prescription medication on a regular basis.

NOTE: Students with medication needs that do not fit as per above will have an Individual Medical Emergency Plan developed by the school administrators in conjunction with Student Services Department to meet his/her needs.

1. When, in the opinion of a student's physician, prescription medication must be administered during school hours, the following conditions must be satisfied as per the applicable forms:
 - a) The request for administration of prescription medication must be made by both the physician and the parent or guardian.
 - b) The parent or guardian must acknowledge and consent to the administration of prescription medication by school staff members (S16).
2. Upon receipt of a duly executed request and Form S16, the principal will:
 - a) Determine a secure place of storage for the prescription medication, i.e. locked storage cabinet with separate compartments for each individual's prescription medication as provided by the Board.
 - b) Administer and/or assign a staff member or members, who willingly and knowingly accept the responsibility for the administration of the prescription medication.

A staff member may refuse such assignment. The principal shall ensure that the staff member(s) so assigned have been provided with the appropriate information {S16, S16(a)} with respect to the nature of the prescription medication, the needs of the student, and the method of administration.

- c) Ensure that the prescription medication is administered in a manner which respects a students' dignity.
- d) Ensure that proper records are maintained and retained in a central file in the office.

3. DIABETIC INFORMATION

The foregoing statements of policy and procedure do not apply to prescription medication by injection on a regular basis (e.g. diabetic condition). Most diabetics, even very young students, are capable of managing their own sugar and insulin intake. The community health nurse should be advised of these students so that health education of the student and the classroom teacher may be reinforced.

Where the student is unable to self-administer the medication, it is the responsibility of the parent or guardian to make suitable arrangements for its administration by qualified medical personnel or others, excluding school staff, deemed acceptable by the parent or guardian. In appropriate cases the principal shall refer the parent/guardian to the Community Care Access Centre (CCAC).

For Diabetes Information Card please see Form S16(b) attached.

**York Catholic District School Board****ADMINISTRATION OF PRESCRIPTION MEDICATION
Acknowledgement and Consent
(Students Under 18 Years of Age)**

It should be understood that parents are asking non-medical persons to undertake the administration of prescription medications and must, therefore, assume the associated inherent risks. School staff members providing assistance in the administration of prescription medication to students are not medically trained personnel. They will endeavour to follow all reasonable instructions, as provided on Board forms S16(a) in order to ensure the safety and security of each student.

If you choose to request school staff to administer prescription medication to your child, you must understand that you bear the responsibility of any accident that might occur.

In order to minimize these risks, parents should ensure that their requests include all information that might be needed to safely administer prescription medications, including the identification of possible side effects as identified, on Board forms S16(a), by a licensed physician.

The York Catholic District School Board does not provide medical expense insurance on behalf of its students who require assistance in the administration of prescription medication.

ACKNOWLEDGEMENT and CONSENT

WE HAVE READ AND ACKNOWLEDGE THE ABOVE, AND HEREBY CONSENT TO THE
ADMINISTRATION OF PRESCRIPTION MEDICATION

TO _____ BY SCHOOL STAFF.

(name of student)

Signature of Parent/Guardian: _____

Date: _____

Parents/Guardians may request a copy of his/her Acknowledgement and Consent Form
from the School Principal.

Questions about this form should be addressed to the School Principal



YORK CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATION OF MEDICATION DIABETES INFORMATION CARD

STUDENT'S NAME: _____ TEACHER'S NAME: _____

DATE OF BIRTH: _____ GRADE: _____

PARENT'S NAME: _____ PHONE #: _____

PARENT'S NAME _____ PHONE #: _____

ALTERNATE EMERGENCY CONTACT
INFO: _____

Time of day when low blood sugar is
most likely to occur: _____

PLACE STUDENT'S PHOTO
HERE
(MUST BE KEPT CURRENT)

Symptoms commonly experienced:

What has been provided to treat low blood sugar symptoms: _____

Where the sugar source is located: _____

Children with diabetes must eat their snacks and meals on time without exception.

Morning Snack Time: _____ Lunch Time: _____ Afternoon Snack Time: _____

Children with diabetes should never be refused water to drink or bathroom privileges.

