

ADMINISTRATION OF PRESCRIPTION MEDICATION

Background

The District is aware that some students are under the medical supervision of a physician and may require prescription medication for non-life threatening conditions.

It is the District's expectation that the administration of prescription medication in its schools is the responsibility of the parent. However, when the responsibility cannot be met, the District expects the parent to make alternate and mutually acceptable arrangements with the Principal.

Procedures

1. School staff will not administer any medication that is not prescribed by a physician or provide any medical services other than first aid.
2. The following conditions are necessary in order for an employee of the District to administer or supervise the self-administration of prescription medication to a student:
 - 2.1. The prescription medication is required while the child is attending school.
 - 2.2. The parent has requested, in writing, the school's assistance and has signed the Request for Administration of Medication at School form ([Form 316-2](#)).
 - 2.3. School staff will seek medical assistance if any doubt arises about the safety of the child. Such assistance may involve the child being sent to the hospital by ambulance.
 - 2.4. The Principal may complete the Medical Alert Planning Form ([Form 316-1](#)).
 - 2.5. The parent provides phone numbers where they or an alternate guardian can be contacted in case of emergency.
3. It is recognized that school staff have "duty of care" under common law.
 - 3.1. If, therefore, a teacher is aware that a medication must be administered while a child is in school, they are to take immediate steps to implement the above procedures.
 - 3.1.1. Until these can be arranged, medications are not to be administered by school staff for a few days.
 - 3.2. The parents are to be informed, if necessary, that the school cannot accept this responsibility, in the interests of the health and safety of the child, until proper arrangements are made for whatever medical authorization, instructions, training, and supervision are required.
4. The Principal or assigned CUPE support staff will be responsible for the administration of medication.

5. Under the District/Teacher Collective Agreement the teacher shall not be responsible for regularly scheduled prescription medication, but it is realized that under a rare and emergent situation they may be required to deliver the prescribed medication.

Reference: Sections 7, 8, 17, 20, 22, 65, 84, 85, 95 School Act
Good Samaritan Act
School Regulation 265/89

Approved: 1999/2000

Revised: November 12, 2009; March 12, 2019; August 15, 2021