



5.11 Medication for Students

The Revelstoke Board of Education recognizes that some students may be in need of medications. In those cases where a student requires medication for reasons related to his/her health during school activities, the administration of such medication shall be the ultimate responsibility of the Principal of the school. It shall be the responsibility of the parent/guardian to clearly inform the Principal of the child's needs and provide the school with the appropriate supply of required medication.

It is recognized that any medication to be administered should not require any special skill or knowledge on the part of the Principal or his/her designate. Until proper provisions are arranged, medication is not to be administered, even though this may result in a student being absent from school on the short term. Except in emergency situations, no employee of the School Board shall administer medication unless it is carried out in accordance with the guidelines appended within this policy.

Guidelines:

1. These guidelines are to be used for students with an identified health condition:
 - 1.1. which makes it necessary for them to take medication while at school,
 - 1.2. who need assistance or supervision from school staff in order to take their medication, or
 - 1.3. for those students who may require emergency medication for an allergic reaction.
2. School staff members shall be informed annually of this policy and guidelines by the Principal. Students with life threatening conditions must be identified to school staff members, Bus Drivers and Teachers-On-Call at the beginning of the school year or as the information becomes available.
3. The Principal shall notify parents/guardians through a school newsletter of their obligations under this policy.

4. Non-emergency Self-administered Medication

For non-emergency self-administered medication (eg. antibiotics), only a single day's dosage may be brought to school. Only under extraordinary circumstances where extra-curricular travel is required may this dosage exceed one day. The dosage then would match the number of days of travel involved.

5. Emergency Self-administered Medication

For emergency self-administered medication (eg. asthma puffers and epipens), a student is authorized to have this medication on their person while at school.

6. Documentation for Administration of Medication

6.1. A Request for Administration of Medication form is provided to the parent/guardian by the school Principal, or designate, when the student is registered, or when the parent/guardian indicates that medication is required at school.

6.2. The parent/guardian will have a physician to complete medical details for all prescription medication.

6.3. The Public Health Nurse is available to review forms and, if necessary, contact the parents/guardians or physician for further clarification.

6.4. Any employee responsible for administration of medication must review the information on the form and date and sign the form. Any staff member has an unfettered right to refuse to accept responsibility for the administration of medication.

6.5. The Request for Administration of Medication form must be reviewed and updated each September.

7. Medication Log / Storage

7.1. All prescription medication is to be kept secure in the office in the original pharmacy labeled container. Under no circumstances are students to have non-emergency prescription medication in their lockers, lunch kits, pockets or desks.

- 7.2. Emergency medication is to be accessible, but secure, in a location known to all staff who may be administering it, and in some cases in the student's possession.
- 7.3. Students will be dispensed their medication from the office environment and a log will be kept for this purpose. Each time the medication is dispensed it must be initialed by a staff member who has supervised the student taking their medication.
- 7.4. When required, parents/guardians will bring medication to school on a regular basis for their children. It is not considered safe, particularly for younger students, to carry medication to school in pockets or lunch kits.