

Administrative Procedure 714

MEDICAL – ADMINISTERING PRESCRIBED MEDICATIONS

Background

Administration of prescribed medication or personal care is fundamentally a medical, and not an educational function.

Procedures

1. Primary responsibility for the administration of prescribed medications rests with the individual student, that student's parents or guardians and the appropriate medical personnel.
2. A Principal, after consultation with the student's parents or guardian, is responsible for any determination to have a school staff member administer physician-prescribed-medication during school hours.
 - 2.1 If granted, approval of this request is valid only for the school and school year in which it is submitted.
 - 2.2 Any change in the student's medical condition or medication is to be brought to the attention of the principal promptly.
 - 2.3 Action taken by staff will be limited to what is possible in a school setting and to what can be done by persons untrained in medical procedures.
 - 2.4 Administration of medication through an epinephrine auto-injector will be provided in emergencies related to anaphylactic shock.
 - 2.5 Parents are responsible for keeping contact information, including emergency contacts, current and up to date.
3. Administration of Drugs or Medical Treatment
 - 3.1 The Principal shall be responsible for the following:
 - 3.1.1 Informing appropriate school personnel, including bus drivers, of the student's needs and how they are to be met in accordance with this administrative procedure;
 - 3.1.2 Keeping a record of the administration of medication (**Form 714-2**);
 - 3.1.3 Providing appropriate security for the medication;

- 3.1.4 Returning unused medication to the parent in person; and
- 3.1.5 Providing for disposal of medical equipment.
- 3.2 Medications shall be in their original containers with original labels and instructions. **(Form 714-1)**
- 4. Staff may assist parents in the provision of care to students, provided:
 - 4.1 A clear and valid prescription with instructions from a regulated prescriber is provided to the school by the parent;
 - 4.1.1 Regulated Prescribers are those who have been granted the authority, by the statute or regulation of Alberta, to prescribe medication. Examples may include, but are not limited to; physicians, nurse practitioners, pharmacists, and dentists;
 - 4.2 Parents have completed the **Individual Care Plan Form 702-1** and the **Request and Instructions for Administration of Medication Form 714-1**.
- 5. The provision of personal care and assistance to students may be required in emergency life threatening situations.
- 6. The ongoing, daily administration of medication may be necessary and therefore identified as a required process in a student's Individual Care Plan. Staff are to maintain a record of administration of medication through **Medication Administration Record Form 714-2**

Reference: Education Act 197, 222 Emergency Medical Aid Act (E-7 RSA 2000)	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: April, 2021

References shall be updated as required and do not require additional approval.