

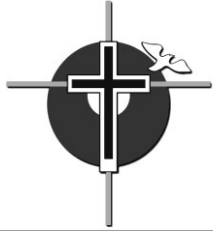
ADMINISTRATIVE PROCEDURE

1. Purpose:

To provide for the administration of medication to students where applicable and in a manner which is safe. Professional staff will fulfill their duty as educators to provide for the health and safety of students within the context of and as per existing collective agreements. Each school will annually review and publish to the community, guidelines for the administration of medication within the school in the form of a letter, as part of a handbook, or by such other documented forms which are deemed acceptable or prudent.

2. Procedure:

- 1) All medication provided to the school for administration to students must be prescribed by a doctor and a "Request for Administration of Medication" form fully completed and appropriately signed, by both the parents/guardians and the doctor, must accompany the medication. This includes "over the counter" medication. For the administration of short duration medication, prescribed by a doctor (i.e. antibiotics), the pharmacist label indicating the Doctor name and dosage can replace the Doctors signature.
- 2) Parents/guardians shall be supplied with a "*Request for Administration of Medication*" form as required.
- 3) Any and all medication must be delivered by an adult to the office as soon as it arrives at the school and subsequently stored in a safe place for administration purposes.
- 4) Administration of medication should be done in such a manner to allow for monitoring of consumption.
- 5) If a student requires pain medication during the school day, parent/guardian must deliver the pain medication to the main office along with the proper consent form signed by parents/guardian. A doctor's signature is NOT required.
- 6) Where a student requires a specific medication for protection of life, the medication may be carried by the student on his/her person. The emphasis on children taking responsibility for their own safety increases with age. Therefore, children need to be educated by the parent/guardian of their own condition and developmentally appropriate response in an emergency situation as well as proper care, security and respect for medication.



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- 7) It is the responsibility of parents/guardians to ensure that any and all special requirements or methods of application are fully explained to school staff and this responsibility should be communicated to the parents/guardians.
3. Appendix: *"Request for Administration of Medication"* form - Catholic District School Board of Eastern Ontario

Cross Reference

Duty of Care (Education Act 265J)

Ontario Human Rights Code part 1, 2, (1), Part II, 10.(1), (a)

Catechism of the Catholic Church 1501, 1502, 1503, 1509

Collective Agreement CDSBEO and CUPE Local 4154

Procedure: Anaphylaxis (Life Threatening Allergy)