

# Toronto District School Board

Operational Procedure PR536

Title: **MEDICATION**

Adopted: June 28, 2000

Effected: June 28, 2000

Revised: October 11, 2003; October 23, 2007; **April 16, 2019**

Reviewed: **April 16, 2019**

Authorization: Director's Council

## 1.0 RATIONALE

The Medication Operational Procedure ("The Procedure") supports the implementation of the Student Health Support Policy (P092) in the administering of medication to students.

## 2.0 OBJECTIVE

To establish a process for the administration of medication to students.

## 3.0 DEFINITIONS

*Emergency medication* refers to medication that is necessary for a specific condition and situation, e.g. epinephrine for a severe anaphylactic reaction administered by an auto-injector

*Long-term medication* refers to medication that is necessary on an ongoing basis, e.g. drugs that control hyperactivity, seizures

*Medication*, for the purposes of this Procedure, refers only to medication prescribed by a physician authorized to practice within the Province of Ontario. Non-prescriptive medication of any type is not to be administered by staff without written direction from a licensed physician

*Short-term medication* refers to medication that is necessary for a clearly specified period of time, e.g. antibiotics, or trials of drugs for specified conditions

*Prevalent Medical Conditions* are conditions that have the potential to result in a medical incident or a life-threatening medical emergency, which include, but are not limited to, anaphylaxis, asthma, diabetes, epilepsy, and sickle cell disorder.

#### **4.0 RESPONSIBILITY**

Associate Director, Equity, Well-Being, and School Improvement.  
System Superintendent

#### **5.0 APPLICATION AND SCOPE**

This Procedure applies to all school staff and others that have contact with students on a regular basis.

#### **6.0 PROCEDURES**

6.1 This Procedure applies only to the administration of medications which may be safely administered by an untrained layperson and does not apply to medications which must be administered by a regulated health professional.

6.2 The primary responsibility for the treatment of the medical condition(s) of a student lie with parents/guardians and medical practitioners; and the safety, health, and well-being of students is a shared concern of the Board and its staff, students and parents/guardians.

6.3 The Board and its staff are responsible for exercising the duty of care, which a reasonably careful and prudent parent/guardian would exercise. A principal does have a duty under section 265(j) of the *Education Act*: “to give assiduous attention to the health and comfort of the pupils”. It must be recognized that staff administering prescribed medication are acting in the place of the parent/guardian of the student and not as health professionals.

6.4 In the course of a school day situations may arise that require measures be taken to address students medication needs. The Board authorizes the involvement of designated staff in the essential administration of prescribed medication only when all of the following conditions apply:

- (i) the use of the medication is prescribed by a physician;
- (ii) the medication is essential for a student to continue to attend school;
- (iii) it is necessary that the medication must be taken during school hours or during school-sponsored events;
- (iv) it is not appropriate for the student to self-administer the medication; and
- (v) the student’s parent/guardian or other authorized adult is not reasonably able to attend at school to administer the medication.

## 6.5 Roles and Responsibilities

(a) Superintendent, Student Voice, Parent and Community Engagement and Well-Being

- (i) Ensures that superintendents of schools are aware of this Operational Procedure

(b) Superintendent of School

- (i) Ensures that all staff and school principals are aware of this Operational Procedure
- (ii) Ensures school principals develop and annually review school based procedures
- (iii) Determines with the principal any administering of medication which fall beyond the procedures

(c) School Principal

- (i) Ensures that upon registration, parents, guardians, caregiver and students are asked to supply information on any prevalent medical conditions
- (ii) Obtains informed consent from parent/guardian/student prior to displaying and sharing emergency intervention practices information with staff and other approved individuals related to the student's prevalent medical condition. This information is to be posted in a non-public area of the school (e.g. staff room and/or school office in a sealed non-descriptive envelope, etc.) in accordance with applicable privacy legislation
- (iii) Obtains consent to administer medication and complete Form 536A, Administration of Prescribed Medication and Form 536B, Management of Emergency Medical Concerns
- (iv) Collects and maintains health and medical information for all students currently registered in accordance with applicable privacy legislation
- (v) Designates which person(s) will supervise the administration of medication
- (vi) Ensures a daily log or record is in place and completed by designated person(s)
- (vii) Reviews annually school-based procedures for administration and storage of medication

- (viii) Ensures information is available for staff designated to administer medication
  - (ix) Ensures that staff designated to administer medication have received instructions on the administration of the medication
  - (x) Designates an alternate staff member to administer medication if designated staff is absent
  - (xi) Reviews and makes decisions regarding the request of a parent/guardian or adult student as detailed on the Form 536A, Administration of Prescribed Medication
  - (xii) Provides a letter to parents and students (Form 536F) and necessary forms to parents/guardians about the administering of medication.
  - (xiii) Develops a school prevention plan that includes:
    - a procedure to ensure that staff and student will have knowledge of and access to the medication during outdoor activities
    - provision for storage of medication in a safe, accessible place clearly labeled with student's name, physician's name, storage requirements
    - a file of completed forms which can be accessed by designated staff
- (d) Board Staff
- (i) Will be expected to administer medication which can safely be administered by a layperson provided that this is within the terms and conditions of the employee's collective agreement
  - (ii) Receive information and participate in appropriate activities regarding the administering of a medication
  - (iii) Ensures that the daily log or record is completed
- (e) Parents/Guardians
- (i) Complete the appropriate Administration of Prescribed Medication forms
  - (ii) Comply with the delivery of medication criteria as outlined on Form 536A and in Letter to Parents/Guardians

- (iii) Meet with school staff as required, to review the manner of administration of the medication and any related issues.
  - (iv) Provide up-to-date health and medical information about their child for purposes of this Procedure
  - (v) Provide up to a maximum of one week's medication in correct dosage under normal circumstances
- (f) Student
- (i) Complies with taking medication as arranged and approved by the principal
  - (ii) Will understand that sharing his/her medication with other students is a violation of the Board's Safe Schools policy
  - (iii) Will inform school office if taking medication
  - (iv) Will comply with procedures regarding only a maximum of one week's dosage stored at the school
  - (v) Aware of the Toronto District School Board's Caring and Safe School Policy (P051) and Restrictions on Alcohol, Drug, and Tobacco Use Policy (P0XX) regarding the possession of controlled drugs
  - (vi) Exception: Circumstances may be such and would be agreed upon regarding secondary school students who may be able and responsible to manage their own prescribed medication
  - (vii) Exception: Students self-administering medication with prior written approval of principal would bring amount sufficient for that day only
- (g) Public Health Nurse
- (i) Acts in an advisory capacity to principal and staff in order to collaborate and facilitate access to information and other relevant resources.

## **7.0 EVALUATION**

This Procedure will be reviewed as required, but at a minimum every four (4) years after the effective date.

## **8.0 APPENDICES**

Appendix A: Sample Letter to Parents/Guardians for Administration of Prescribed Medication to Students

## **9.0 REFERENCE DOCUMENTS**

Policies:

- Caring and Safe School Policy (P051)
- Restrictions on Alcohol, Drug, and Tobacco Use Policy (P0XX)
- Student Health Support Policy (P092)

Procedures:

- Administration of Prescribed Medication (PR536A)
- Caring and Safe School Procedure
- Management of Emergency Medical Concerns (PR536B)
- Student Medical Alert (PR536C)
- Monthly Administration of Medication Record (PR536D)
- Monthly Medical Administration Record (PR536E)
- Sample Letter to Parents/Guardians for Administration of Prescribed Medication to Students (PR536F)

Sample Letter to Parents/Guardians for Administration of Prescribed Medication to Students

[School Letterhead]

Date:

Dear:

You have requested to have prescribed medication administered to your child by school personnel. While it is the responsibility of parents to administer medication to their child, the Board is prepared to agree to undertake this responsibility on the following conditions:

- that the use of medication is prescribed by a physician;
- that the medication is essential for a student to continue to attend school;
- that it is necessary that the medication must be taken during school hours or during school sponsored events;
- that it is not appropriate for the student to self-administer the medication;
- that the student's parent/guardian or other authorized adult is not reasonably able to attend at school to administer the medication.

The following steps must be followed:

1. The attached form 536A, Administration of Prescribed Medication must be carefully and fully completed by you and your child's physician before medication is administered at the school.
2. The instructions from your physician must be very clearly stated.
3. Under normal circumstances, only a maximum of one week's medication can be stored in the school.
4. The medication must be delivered by you to the school in the original prescription container, clearly labeled, with student's name, name of the medication, dosage/frequency, physician's name, storage and safekeeping requirements, possible side effects and the medicine must not be stale-dated.
5. It is your responsibility to ensure that the medication kept in the school is current and that all medical information about your child and where the school may reach you is up-to-date. This would also pertain to requisite medical information needed for school excursions. You are encouraged to require your child to wear a medical information/alert bracelet or pendant while at school or at school-sponsored activities.

School staff will not administer prescription drugs or over the counter drugs unless authorized in writing by a physician.

The principal will inform school staff and volunteers of your child's need for this medication.

In return for the agreement of the Board to administer the medication to your child, the Board, its employees and agents are absolved from any legal liability related to the administration of this medication by the Board or its employees or agents, and will not be held responsible for any illness or injury to your child relating to or resulting from the administration of the medication.

Please understand that all of this information is required in the interest of your child's physical well-being. The school does not have health professionals who administer medication. This would be done by a consenting adult within the school who is not medically trained but acting in the place of the parent/guardian.

Should you have any questions with respect to these procedures, please consult with the principal of your child's school.

Sincerely,

Principal

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I/We acknowledge receipt of this letter, have reviewed its contents and agree to the conditions set out in this letter in return for the Board's agreement to undertake the administration of medication to our child.

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_