

## AP 3204: Student Medication

### 1. Role of Public Health Nurse:

Public Health Nurses are available for consultation on issues arising relative to this policy. The parent/guardian should be aware that Public Health Nurses have access to all medication request forms.

### 2. Information and Reporting Procedures:

#### 2.1 Emergency and Ongoing Medications

- 2.1.1 Schools shall establish practices which accommodates students with medical concerns.
- 2.1.2 The school staff shall be informed at the first staff meeting of each school year of this policy and administrative regulations by the Principal. Medic Alert students must be identified at that time or as the information becomes available.
- 2.1.3 The "Request for Medication at School" form must be completed for the administration of emergency or ongoing medications.
- 2.1.4 The request form must be given to the parent/guardian by the Principal, or designate, when the student is registered, or when the parent indicates that emergency medication is required at school. A new form is completed each September by the parent/guardian and the previous one destroyed. The request form is filed in an easily accessible place in the school as determined by the Principal.
- 2.1.5 Parents/guardians should discuss and detail a plan with the Principal with regard to sharing appropriate medical information with students, supervisors and other school personnel. This plan should reflect a process which is in the best interest of the student.
- 2.1.6 Appropriate training should be arranged in consultation with the Public Health Nurse at the earliest opportunity.
- 2.1.7 If medication is administered daily the medication will be kept under locked conditions with a signed by book.
- 2.1.8 The procedure for administering emergency medication such as adrenaline, insulin or auto-injectors and disposition procedures shall be reviewed annually and/or when there is a change in medication.
- 2.1.9 The decision regarding storage of emergency medication shall be made collaboratively by the parent/guardian, school staff and student whenever possible. The place must be convenient, unlocked, easily accessible to the student.

### 3. Non-Emergency Self-Administered Medication

3.1 For self-administered, non-emergency medication (e.g. Tylenol).

3.1.1 Only a single day's dosage may be brought to school. Only under extra-ordinary 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.