



**SCHOOL DISTRICT NO. 50 HAIDA GWAI  
BOARD POLICY MANUAL**

**Policy No. H.5 (Formerly 4750)**

**Policy Subject:** ADMINISTRATION OF PRESCRIBED MEDICATION TO STUDENTS

**Date Passed:** October 1999

**Date Approved:** November, 1999

**Policy:** ADMINISTRATION OF PRESCRIBED MEDICATION TO STUDENTS

**PROCEDURE**

1. When it is necessary for a student to receive medication during school hours, the parent/guardian shall complete the REQUEST AND RELEASE FOR ADMINISTRATION OF PRESCRIBED MEDICATION BY SCHOOL DISTRICT EMPLOYEES form (attached).
2. A copy of REQUEST AND RELEASE FOR ADMINISTRATION OF PRESCRIBED MEDICATION BY SCHOOL DISTRICT EMPLOYEES will be forwarded to the appropriate Health Unit.
3. A medical alert card shall be completed and placed in student cumulative folder when the medical condition is pertinent and/or chronic.
4. Medication is stored in a secure location.
5. The medication shall be in a container dispensed by a pharmacy properly labelled and dated.
6. Records shall be kept detailing the administration of the medication. The record shall contain the date, time, name and signature of administering employee.
7. Parents/guardians are required to deliver the medication to the school.
8. The medication is administered in an appropriate location.
9. When necessary medical direction shall be requested from the appropriate Health Unit.
10. The Administrative Officer shall advise staff that only the administrative officer(s) or designated staff shall administer prescribed medication.
11. A copy of the Request and Release for Administration of Prescribed Medication shall be stored with the medication.
12. Employees have the right of refusal.

Please see attached PDFs for Administration of Prescription Medication to Student by School District Employee and Administration of Prescription Medication to Students-Log Form.