
AP – 3.5 ADMINISTERING MEDICATIONS TO STUDENTS

PURPOSE:

The purpose of this Administrative Procedure (AP) is to establish clear and consistent guidelines for the safe administration of medication to students during school hours. This procedure ensures the health and well-being of students while complying with legal, medical, and educational standards.

SCOPE:

This procedure applies to all school staff responsible for administering or supervising students who require medication at school, including both prescription and non-prescription medications.

PRINCIPLES:

- The primary responsibility for medication administration rests with parents/guardians.
- School staff will only administer medication when necessary and with appropriate authorization.
- All medication administration must prioritize the student's best interests and adhere to established safety protocols.

RESPONSIBILITIES

Parents and Guardians:

- Complete and submit a signed Medication Administration Authorization Form, including physician instructions where applicable.
- Provide the school with medication in its original, labeled container with clear dosage and administration instructions.
- Ensure that all medications are up-to-date and notify the school of any changes in dosage or prescription.
- Retrieve any unused or expired medication from the school.

School Administration

- Ensure staff receive training in medication administration procedures.
- Maintain accurate records of all medication administration.
- Store medications securely in a designated, locked location.
- Develop and communicate emergency response plans for students with medical conditions.

School Staff

- Administer medication only with proper authorization.
- Record each administration in the Medication Administration Log.
- Follow all emergency procedures in the event of an adverse reaction.
- Report any concerns or incidents to the school administrator.

PROCEDURES

Authorization and Documentation

- Parents/guardians must complete and submit a '*Medication Administration Authorization Form*' before any medication is given at school.
- A copy of the form must be kept in the student's file and updated annually or as needed.

Storage and Handling

- All medications must be stored securely in a locked location, except for emergency medications (e.g., EpiPens, inhalers), which may be carried by the student if authorized.
- Medications requiring refrigeration must be stored appropriately.

Administration of Medication

- Medication will be administered by designated staff following prescribed instructions.
- Each administration must be recorded in a medication log, including *date, time, dosage, and staff initials*.
- If a student refuses medication, staff must inform the parent/guardian and document the incident.

Emergency Response

- Staff will follow the student's emergency plan in case of an adverse reaction.
- Emergency services (911) will be called if necessary, and parents/guardians will be notified immediately.

Self-Administration

- Students may self-administer medication with written parent/guardian and physician approval.
- The school must have a documented plan outlining conditions for self-administration.

6.0 REVIEW AND MONITORING

- This procedure will be reviewed annually by the district to ensure compliance with current medical and legal guidelines.
- Any updates will be communicated to school staff and parents/guardians.

REFERENCES:

- WorkSafeBC guidelines for safe handling of medications.
- BC Ministry of Education requirements for student health and safety.

ASSOCIATED:

- [FORM – 3.5.1](#) Medication Administration Authorization Form
- [FORM – 3.5.2](#) Student Medication Administration Log