



INNOVOAK SCHOOL

Administrative Policy and Procedures

Administration of Medication at School

Original Document 1 of 2	Approval Date 2022	Review Date n/a
Contact Person/Department Principal	Identification AP3004	Area of Focus: School Operations

Rationale

InnovOak Private School operates a safe and secure learning environment. To ensure a level of service and comfort to parents, students, and families, we incorporate safety and wellbeing practices into our policies and procedures to ensure a standard of care and service to our community. By committing our practices to a school wide policy, we can ensure that there is transparency and that student safety has been well thought out and planned for. This is value added peace of mind that we want to ensure is embedded in our school each day.

This Policy is also supported by the various policies regarding all medical issues found in schools. Concussions, Epilepsy, Asthma, Allergies, Heart Conditions, and Wellbeing policies may draw upon this policy to ensure they can be followed and plans of care can be ensured

Legislative References

- Ministry of Education Policy/Program Memorandum No.81, Provision of Health Support Services in School Settings (19 July 1981)
- Duty of care provisions in the Education Act

Process

1. For InnovOak School to administer any medication, we operate under the premise that the majority of medicine should be prescribed to be administered away from school times. The principal will always remind parents/guardians to ask the student's physician to prescribe medication that can be administered outside of school hours, whenever possible.
2. The Education Act requires principals/vice-principals to 'give assiduous attention to the health and comfort of the pupils ...' This section imposes an obligation on the Principal to assist in, or manage, the administration of medication where doing so is reasonable, it is in the best interests of the student, and it can be carried out with no medical training or special skills. The law, furthermore, requires principals and teachers to act as 'careful or prudent parents' with respect to the students in their care.
3. The Principal shall ensure that the Medication Administration Consent (Form 3004a) and Medication Information (Form 3004b) are sent home for parents/guardians to complete and then returned to the school.

4. As a school, InnovOak will not administer any medication where we do not have sufficient information or where medical training or special skill is required. In other words, school staff may administer medication, but they are not required to assess whether the administering of the medication is required.
5. Regarding medication prescribed 'as needed': Notwithstanding what has been stated in bullet #4, where medication has been prescribed by a physician for a student 'as needed', there may be some element of assessment required. As such, the following steps should be in place:
 - The school will document the potential need for the medication in a clear plan of care developed with the parents/guardians and doctor (if required).
 - The school will observe and document any relevant symptoms.
 - If symptoms (as per doctor) are observed, the school will call the parents/guardians and seek verbal consent to administer the medication.
 - If the parents/guardians cannot be reached, the school will call 911 if necessary.
6. The principal may delegate the administration of the medication to a teacher, or administrative assistant.
7. These procedures also apply to educational trips.
8. Nothing in this memorandum is intended to limit the principal' or other staff member's judgement and decision-making in an emergency situation.

School Process

The principal will ensure that:

1. The medication is kept in a safe and secure and locked place.
2. The medication is adequately identified with student name.
3. The specific medication instructions are followed.
4. There is no evident reason to seek further information from the parent, guardian, physician, or pharmacist.
5. A Medication Log (Form 3004c) is kept for each student receiving medication during the school hours. This log will be attached to the Medication Information (Form 3004b) and updated every school year. If there is a change in the prescribed medication, a new Medication Information form must be completed and a new Medication Log will be started and attached.
6. Temporary or supply staff will never be delegated the task of administering medication.