



ADMINISTERING MEDICATION TO STUDENTS

Background

The Division recognizes that some students require prescription medications during school or school functions.

Procedures

1. The administration of medication or other medical treatment to students is to be limited to those situations where the child's attending physician has provided instructions for the appropriate administration of medication or treatment and the child's parent(s) have requested in writing (**Form 314-1: Administering Prescription Medication to Students**) that the school to engage in such medical treatment.
2. The principal shall make arrangements for two adults to administer the prescribed medication or medical treatment. The first shall be identified as the primary person; the second as the alternate.
3. A record of medical instructions and arrangements is to be retained in the school office.
4. A record of medication administration shall be maintained on **Form 314-2: Record of Prescription Medication Administration** by the individual administering the medication.
5. Medication shall be kept in a secure location.
6. The principal shall be responsible for informing all personnel having direct responsibility for the student, including the transportation supervisor, of the student's medical condition and the appropriate emergency procedures.
7. In an emergent situation where a student requires over the counter medication and the parent is unavailable to administer that medication, school personnel may administer that medication at the request of the parent.

References:

- [Education Act, S.A. 2012, E. O.3, S. 18, 20, 45, 60, 61](#)
- [Emergency Medical Aid Act, R.S.A. 2000, C. E-7](#)