

Administrative Procedure 314

ADMINISTERING PRESCRIPTION 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 the school to engage in such medical treatment. (Form 314-1)
2. The Principal shall make arrangements for two reliable adults to willingly administer the prescribed medication or medical treatment. The first shall be identified as the primary person; the second as the alternate.
4. A record of medical instructions and arrangements is to be retained in the school office.
5. A record of medication administration shall be maintained on Form 314-2 by the individual administering the medication.
6. Medication shall be kept in a secure location.
7. 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.

Reference: Section 18, 20, 45, 60, 61, School Act
Emergency Medical Aid Act

Appendix – Administration Form 314-2
Consent Form 314-1