



Administrative Procedures Memorandum

#: APH004

Medication Administration to Students Under the Age of 18

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Memo To: All Staff
From: Director of Education

ACCESSIBILITY:

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PURPOSE:

To establish procedures for the safe and conscientious administration of medication (prescription and non-prescription) to students under the age of 18.

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

FORMS:

- APH004-01F: [Medication Administration Consent](#)
- APH004-02F: [Medication Information](#)
- APH004-03F: [Medication Log](#)

REPORTS:

- N/A

APPENDICES:

- N/A

COMMENTS AND GUIDELINES:

1. Principals/vice-principals should 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 school principals/vice-principals 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/vice-principals and teachers to act as 'careful or prudent parents' with respect to the students in their care.
3. Principals/vice-principals shall ensure that the [Medication Administration Consent](#) (Form APH004-01F) and [Medication Information](#) Form (APH004-02F) are sent home for parents/guardians to complete and then returned to the school.
4. Principals/vice-principals and school staff are not required to administer medication where they do not have sufficient information or where medical training or special skill is required. In other words, principals/vice-principals and 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 must 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. A principal/vice-principal may delegate the administration of the medication to a teacher, paraprofessional, or administrative assistant.
7. These procedures also apply to educational trips.
8. Nothing in this memorandum is intended to limit the principal's/vice-principal's or other staff member's judgement and decision-making in an emergency situation.

Principal/Vice-Principal Process

The principal/vice-principal will ensure that:

1. The medication is kept in a safe and secure place.
2. The medication is adequately identified.
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. An [Medication Log](#) (Form APH004-03F) is kept for each student receiving medication during the school hours. This log will be attached to the [Medication Information](#) form (APH004-02F) 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 are not delegated the task of administering medication.
7. The forms and procedures relevant to this policy are easily accessible on the APH004 Policy web page.