

EASTERN TOWNSHIPS SCHOOL BOARD	<i>Title:</i> DISTRIBUTION OF MEDICATION IN THE SCHOOLS/CENTRES OF THE E.T.S.B.	
<i>Source:</i> Council of Commissioners Director of Pedagogical Services	<i>Adopted:</i> ETSB01-06-103 2001-06-28 Effective as of 2001-06-28	<i>Reference Number:</i> <p style="text-align: center;">P017</p>

Policy Statement

The Eastern Townships School Board recognizes that it is the responsibility of the parent to administer medication to his/her child. Notwithstanding this, school personnel may exceptionally be required to oversee or administer medication to students "in loco parentis" during school activities.

Most students from an early age should be able to take prescribed medications independently. School and centre personnel must assure supervision of students taking prescribed medication where age, maturity, behaviour, physical or intellectual limitations necessitate it. The dignity and privacy of the student, as well as the confidentiality of information, must be respected. Moreover, school personnel shall respect Article 2 of the *Charter of Rights and Freedoms of the Individual (L.R.Q., C-12)* which assures each human being, whose life is in danger, the right to aid. The School Board (through CLSC ententes and first aid training) will ensure that training is made available to the personnel within each school to handle emergency medical situations. Early in the school year, the School Principal and Centre Director will ensure that, once medical information is obtained from the parent or adult student, the CLSC nurse informs the staff of students requiring special medical attention and provides specific training and information to these staff members. Provisions must be made to ensure that sufficient staff members are trained and available.

At the beginning of each school year, each school and centre will request parents and adult students to provide emergency medical information and will require parents to complete and sign a form when medication is to be taken at school.

It is the parent's responsibility to provide medication for their child to the school (see Guidelines, Section 1 Individual Responsibilities). Notwithstanding this, schools and centres are advised to have on hand their own Epi-Pen (Epinephrine) for use in case of an extreme allergic reaction requiring a second application. An annual training of staff is recommended.

To ensure that necessary precautions are taken to protect both students and staff, the attached guidelines must be respected.

Every school shall respect the guidelines concerning the storage, management and administration of prescription medication at school.

Every School Principal and Centre Director will be responsible to:

- 1) Develop a School Plan that includes internal procedures in conformity with the policy statement and guidelines provided in this Policy.
- 2) Inform the governing board of the School Plan.
- 3) Send a copy of the School Plan to the Director General for final approval.

Schools can modify the School Plan and/or procedures by repeating the three preceding steps.

Annually, Principals and Centre Directors shall ensure that all school personnel are required to read this policy and the guidelines. The School and Centre Plan will be reviewed with staff at the beginning of each school year.

Guidelines Concerning the Storage, Management and Administration of Prescription Medication at School and Centre ¹

1. Individual Responsibilities

A. For all medications prescribed by a doctor, excluding emergency medications:

- Parents are responsible for administering medication to their child. They must, therefore, assure that their child always has the prescribed medication in his or her possession.
- Parents are responsible for training their child in the proper manner of taking medication, as well as for assuring that their child is responsible to do so, taking into account age and maturity. Adult students are generally assumed to be responsible for taking their own medication.
- Parents have the responsibility to check with their doctor, or pharmacist, to inquire if an alternative medication or administration schedule can be implemented, which would avoid the need for taking medications at school (e.g.: antibiotics, ritalin).
- When a prescribed medication must be taken at school, the parents are responsible for informing the appropriate school and centre personnel as to the needs and conditions of administration (*this applies equally at secondary school as well as at primary*). Adult students are responsible to advise school and centre personnel if medication could cause reactions requiring medical intervention.
- To assure the safety and well-being of all school children, parents must send to school each day, the daily dosage of medication for the duration of the treatment. The daily dosage of the medication(s) must be contained in a bottle with safety cap. The child's name, the name of the medication, dosage to administer and time of administration must be clearly indicated on the bottle. It is strongly recommended that the original bottle, with the prescription label affixed to it, be provided as it is secure and the required information is clearly marked.
- In certain situations (e.g.: behavior problems, intellectual handicap, physical limitations and ability, etc.) it could prove necessary to send larger doses of medication to school. These should normally not exceed quantities sufficient for one week and should be kept under lock and key. In these exceptional cases, the provision of weekly medication dispensers is advised.
- School and centre personnel as designated by the School Principal, are responsible for assuring adequate supervision of the child during the taking of prescribed medication in all situations where age, maturity, or behaviour necessitate such supervision.

N.B.

- The above guidelines applies to all prescription medication including Ritalin. Any noticeable reaction to the medication should be noted and forwarded to the parent.
- The taking of non-prescription or over-the-counter medication at school should be considered in exceptional situations only.
- These guidelines can only be modified through recommendations raised at the Management Table and approved by the health authorities.
- The definition of an "adult "student is 18 years of age or older.

¹ Translation of a CLSC document with adaptations for ETSB schools.

B. For Emergency Medications

Under Article 2 of the *Charter of Rights and Freedoms of the Individual (L.R.Q., C.C-12)*, each human being, whose life is in danger, has the right to aid. All persons must give such aid to those whose lives are in danger, either personally or through the intervention of said aid by others, after assuring the immediate physical needs and comfort of the person(s) in need, unless such aid incurs risk to the individual or other third parties.

Parents must make certain that their child always has in his/her possession the emergency medication prescribed by the treating physician. The adult student is responsible for his/her own medication.

a) Epinephrin (Epi-Pen or Ana-Kit): emergency medication in cases of severe allergic reactions.

Epinephrin is the *only* medication that should be used in the treatment of severe allergic reaction. School personnel must administer Epinephrin to all children who manifest symptoms of severe allergic reaction or who have been in contact with a known allergen (cf. *Recommandations concernant les allergies graves à l'intention du milieu scolaire*, CLSC Gaston-Lessard et CLSC SOC, Janvier 1999). Epinephrin is normally kept on or with the person who manifests symptoms of severe reaction and should accompany the student on all activities outside the school.

b) Glucagon: emergency medication in case of severe hypoglycemia related to diabetes.

School personnel must administer the Glucagon prescribed to the diabetic child who manifests symptoms of severe hypoglycemia. Personnel must be trained and instructions clearly written.

2. Secure Places for the Storage of Medication(s)

Normally, each student who takes a prescription medication independently at school must have the daily dose in his/her possession. (e.g.: In his/her school bag or lunch box).

Prescribed medication which must be given to the student must be kept in one place, under lock and key. Each site will determine, in their School Plan, that safe place.

Emergency medications must be kept in one place, properly identified (e.g.: a red cross), safe, accessible to school personnel at all times (within 5 minutes) OR carried on the person of the child.