



MEDICATION POLICY

PURPOSE

The safety, health, and well-being of students is a shared concern of Appleby College (the “School”) and its staff, students, and parents/guardians. The primary responsibility for the treatment of the medical condition(s) of a student rests with parents/guardians and medical practitioners. The School and its staff are responsible for exercising the duty of care which a reasonably careful and prudent parent/guardian would exercise. It must be recognized that school staff administering prescribed medication are acting in the place of the parent/guardian of the student and not as health professionals.

The purpose of this policy is to establish a process for the administration of medication to students and outline what medication can and cannot be kept in boarding. This policy applies to the administration of medications which may be safely administered by an untrained layperson. If the school nurse is available, medication should be administered by her. The school nurse will follow best practices as outlined by the College of Nurses and any applicable medical directives signed by the school physician when dispensing or administering prescription or over the counter medications.

POLICY

Definitions

<i>Medication:</i>	For the purposes of this Policy, medication refers only to medication that is prescribed by a physician authorized to practice within the Province of Ontario. Non-prescriptive medication of any type is not to be administered by staff without written direction from a licensed physician.
<i>Emergency Medication:</i>	Medication that is necessary for a specific condition and situation (e.g. epinephrine for a severe anaphylactic reaction administered by an auto-injector)
<i>Short-Term Medication:</i>	Medication that is necessary for a clearly specified period of time (e.g. antibiotics, or trials of drugs for specified conditions)
<i>Long-Term Medication:</i>	Medication that is necessary on an ongoing basis (e.g. drugs that control hyperactivity, seizures)

Authorization to Administer Medication

In the course of a school day situations may arise that require measures be taken to address the medication needs of students. The involvement of designated staff in the essential administration of prescribed medication is authorized only when all of the following conditions apply:



- the use of the medication is prescribed by a Canadian physician;
- the medication is essential for the student to continue to attend school;
- the school nurse is not available
- it is necessary that the medication be taken during school hours or during school-sponsored events;
- it is not appropriate for the student to self-administer the medication; and
- the student’s parent/guardian or other authorized adult is not reasonably able to attend at school to administer the medication.

Roles and Responsibilities

(a) Director of Health Centre

- Ensures that members of the school community are made aware of this policy
- Designates person who will supervise the administration of medication
- Collects and maintains health and medical information for all students currently registered
- Ensures a daily log or record of medication administered is in place and completed by the designated person(s)
- Ensures information is available for staff designated to administer medication
- Ensures that staff designated to administer medication have received instructions on the administration of the medication
- Designates an alternate staff member to administer medication if designated staff is absent
- Reviews and makes decisions regarding the request of a parent/guardian that medication be administered to the child at school
- Develops a plan to ensure that staff and the student will have knowledge of and access to the medication during outdoor activities
- Provides for storage of the medication in a safe, accessible place clearly labelled with student’s name, physician’s name, administration instructions, and storage requirements

**(b) School Staff**

- Will be expected to administer medication which can safely be administered by a layperson
- Receive information and participate in appropriate activities regarding the administering of a medication
- Ensure that the daily medication log or record is completed
- Will need to Consult the Health Centre Director / School Nurse if notified by a parent that a student is required to take medication while in school, or at a school related event

(c) Parents/Guardians

- Submit the Medication Dispensing Form to the Health Centre to allow their child to have medication administered in school.
- Meet with school staff as required to review the manner of administration of the medication and any related issues
- Provide up-to-date health and medical information about their child for purposes of this procedure
- If medication is required to be dispensed by the school nurse, parents can provide the Health Centre with a maximum 6-month supply of medication. Medication will be stored in the Health Centre and dispensed by a school nurse
- If parents would prefer to dispense their child's medication, they can provide their child (in boarding) up to a maximum of one week's medication supply in the correct dosage, as approved by the Health Centre
- Any changes to a student's medication over the school year should be communicated to the Health Centre.

(d) Student

- Complies with taking medication as arranged and approved by the Health Centre
- Will understand that sharing his or her medication with other students is a violation of school policy
- Will inform the school health centre if taking medication
- Will comply with the limit on the maximum dosage that can be stored at the School



Medication in Boarding

- If parents are dispensing their child's weekly supply of medications from home, the Health Centre will require the Medication Dispensing Form to be completed. Please note a maximum supply of one-week's worth of medication is allowed in boarding, must be approved by the Health Centre.
- No over the counter medications (e.g. Advil, Tylenol, cough or cold syrup) are allowed in boarding rooms. Supplements, vitamins, and homeopathic remedies need to be reviewed by the nurse in the Health Centre before they are allowed in boarding rooms
- All medication / supplements / vitamins etc. must be packaged in English or must have translated-to-English information about the medication available for review by the school nurse and school doctor.
- Prescribed temporary medication (e.g. antibiotics) can be kept in boarding with permission from the school doctor
- Birth control pills can be kept in boarding and self-administered
- For prescribed daily medications (for example anti-depressants): Students will be given one weeks' worth of medication dispensed by the nurses or by parents on the weekend

Allergy Shots in the Health Centre

- Allergy shots may be given by the school nurses; however, a signed allergy shot schedule with dosing, timing and any other relevant information must be provided. The school nurse will follow the Medical Directive for Allergy Injections as provided by the school doctor.
- This must be completed by a Canadian prescribing physician
- Students will have to see the School Doctor to review allergy shot information if the allergy shots are not prescribed by a Canadian Physician
- The school nurse cannot administer the initial allergy shot
- Allergy shots can only be administered by the nurse if a doctor is present in the Health Centre
- Students must remain in the Health Centre for 15 minutes after the injection