

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Management Guideline</i>	ADMINISTRATION OF MEDICATION TO STUDENTS	
<i>Applicable Policy</i>	ADMINISTRATION OF MEDICATION TO STUDENTS	508

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*Review By: December 2018*

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## **PROCEDURES**

This procedure addresses the situation where medication is required on an on-going basis during school hours. It does not address emergency situations.

### **1.0 Responsibility**

- 1.1 The administration of prescription and/or non-prescription medication to a student is the responsibility of the student and his/her parent(s).
- 1.2 It is the responsibility of the student and his/her parent(s) to ensure the medication is not expired.
- 1.3 It is the responsibility of the student and/or his/her parent(s) to pick up any unused medication at the end of the school year, or it will be properly disposed of by the school principal and/or his/her designate.

### **2.0 School Assistance**

To assist in achieving as normal an educational experience as possible for students with medical needs, the Board will allow its schools to provide assistance with the administration of medication.

### **3.0 Voluntary Participation**

It is the policy of the Board to support the voluntary participation of school staff within established guidelines and procedures.

### **4.0 Emergencies**

This policy does not address emergency situations.

### **5.0 On-going Need**

This policy does address the situation where medication is required on an on-going basis during school hours.

### **6.0 Ultimate Goal**

The desired goal in all cases is to achieve a situation where the student assumes responsibility for his/her medical needs. With this goal in mind, it is anticipated that the need for assistance of this type will be limited to students in the elementary schools.

## **7.0 Procedures**

Procedures for the administration of medication during school hours will only be adopted when all of the following requirements exist:

- a) A parent requests such assistance by submitting both:
  - Form S19-001 Parental Request for Administration of Oral Medication at School,
  - Form S19-002 Parent Authorization for Administration of Oral Medication,
- b) A licensed physician authorizes such measures, by submitting:
  - Form S19-003 Physician's Authorization for Administration of Oral Medication at School.
- c) The required medication is provided to the school within the requirements outlined in above named forms.

## **8.0 Duration**

The procedures, when adopted, shall be of the shortest duration practical.