

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**506  
POLICY  
Administering Medications to Students**

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Except in emergency situations, designated staff will administer (*or supervise the self-administration of*) medications to students only if the following conditions are met:

1. The medication is required while the child is attending school.
2. A parent has requested the school's assistance and has completed the Medical Alert Form concerning administration at the school.
3. Written authorization and instruction has been received from an attending physician and parent/guardian.
4. Where medication, which is administered on a regular basis, is required while the child is at school, parents and authorized community health professional or an authorized employee shall have access to the pupil to administer the required medication.

If a student child meets the Provincial Nursing Support Services (NSS) criteria/guidelines and therefore admitted for NSS services, then the NSS coordinator will “delegate” the medication administration to the child specific assigned education assistant. Medication administration is typically delegated to those children who require medication via G-tube and generally not an oral medication. Some oral medications may be delegated (such as Ativan) if the need for the medication is required frequently e.g. for prolonged seizure activity.

5. School personnel have received adequate instruction from the parent/guardian and (where the child meets criteria for delegated care), assistance from Nursing Support Services concerning the administration of the medication. More than one employee at a school shall be adequately instructed in the administration of the medication in order to provide an alternative person in cases of absence or unavailability.

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Cross Refs:

Adopted: November 12, 1980  
Reviewed: November 23, 2004, May 6, 2014  
Revised: February 26, 2002, May 6, 2014

Nursing Support Services will provide consultation to schools at the time a child is being discharged specifically from NSS services regarding the delegation of medication management. NSS will help develop a plan at this transition with the school following the school's procedure.

6. The medications are provided to the school in their original prescription container.
7. Nonprescription medicines such as acetaminophen are not the school's responsibility.