
REGULATION 5141.20

ORAL TOPICAL MEDICATION

The administering of oral and/or topical medication to pupils in schools shall be the responsibility of the principal, who, if he/she accepts this voluntary task, must act in accordance with the following regulations:

1. Any delegation of authority and responsibility to a member of the teaching or non-teaching staff for the provision of medication must be clearly recorded in an appropriate journal. Such recording must include the signature of the staff member indicating voluntary acceptance of the responsibility, as well as the signature of the parent/guardian indicating the knowledge and approval of the specific person who has volunteered.
2. Provision shall be made for another individual to administer the medication in the absence of the designated staff member. The same procedure for approval by this individual and the parent/guardian, as described in #1 above, applies.
3. The principal must have a letter from the parent/guardian requesting that the medicine be administered.
4. The principal must have a letter from the family physician requesting that the medicine be administered, and granting authority for the principal, or his delegate, to do so. Such letter must be countersigned by the parent/guardian.
5. The principal must have the following information from the family physician on the prescribed form "Request for Administration for Medication at School."
 - a) that the medication needs to be administered at school;
 - b) what ailment the medication is treating;
 - c) the name of the medication;

- d) the method of administering the medication;
- e) the exact dosage;
- f) indications for giving (symptoms that precede the need);
- g) a statement as to whether or not the medication is a narcotic or similar substance;
- h) the consequence of missing medication or incorrect dosage;
- i) emergency procedures for (g);
- j) important side effects or drug reactions.

(Form letters are available from the Public Health Nurse)

6. The Public Health Nurse assigned to the school must be informed of the letter of authority from the prescribing physician and must be consulted regarding the administering of the medication.
7. A record sheet is to be maintained in the office of the principal, such sheet is to show the date and time of each administration, verified by the signature of the administering person.
8. Medication should be stored in a safe location. The security for such medication is left to the discretion of the principal.
9. Medication must be in the original container, which must be clearly labelled with instructions.
10. All persons administering medication as described above must note that oral/topical treatment refers only to medication introduced by way of the mouth or by external application to the body surface.
11. Emergency treatment with injections or other parental (other than oral/topical) treatment may be done by First Aid attendant, or employees who have been trained to do so by a Public Health Nurse.
12. Other procedures may be established for individual cases through the application of the Interministerial Protocols for the provision of Support Services to Schools.

Greater Victoria School District

Approved: January 1974

Various Revisions

Revised: April 6, 1990

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.