Cape Breton Victoria Regional School Board
Guidelines

Administration of Medication to Students

Opening Statement

In accordance with Nova Scotia’s Department of Education policies and guidelines, the Cape Breton-Victoria Regional School Board promotes the safe use and administration of medication during the school day. Each school’s Program Planning Team will be responsible for developing a written plan for the administration of oral or inhaled medication that requires by law, a prescription by an authorized healthcare professional or is prescribed by a physician, and must be administered by school board personnel during school hours in order for a student to attend school.

Purpose

To ensure that all students are able to access their school day and receive any inhaled or oral medication deemed necessary during the school day.

Guidelines

1. The Education Act states “students should have a right and a responsibility to participate fully in learning opportunities…” In recognition of this right and responsibility, schools are responsible to develop, in partnership with appropriate health care professionals, a plan for the administration of medication when medication must be administered during school hours.

2. Administration of medication by any other route is deemed to be specialized health care requiring an individualized plan in order to be performed by persons designated in the plan with the appropriate training. Parties in the planning process should include parents/guardians, school personnel and appropriate health care professionals.

3. When a health care professional has deemed that medication must be administered during school hours in order for the student to attend school, a request for the administration of oral and inhaled medication must be made in writing by the parent/guardian to the school. Accompanying the request must be copies of any written information provided by the pharmacy including, but not limited to, the name of the medication, the dosage, the frequency, the time and method of administration, storage and safekeeping requirements, the possible side effects, if any, and the dates for which the parental authorization applies. The parent/guardian is responsible for ensuring that the school receives new documentation any time a medication change occurs.

4. The medication must be in an original container provided by the pharmacy with the pharmacy label.
5. A record of administration of medication shall be maintained, which includes:
   - The pupil’s name
   - Parent/guardian names and home/emergency telephone numbers
   - Name and telephone numbers of the health care professionals prescribing the medication
   - Dates and times of provision
   - Dosage given
   - Name of the person administering and supervising

6. Medication must be administered in a manner that allows for sensitivity and privacy and that encourages the student to take an appropriate level of responsibility for his/her medication.

Cross Reference

Teacher Assistant Guidelines (2009)
Special Education Policy (2008)
Education Act (1995)

Forms

Until TIENET implementation (2012) all necessary forms and resources for Student Services supports are located at [www.cbv.ns.ca/studentservices/](http://www.cbv.ns.ca/studentservices/)