

Medications – Oral (Prescription, Non-Prescription)	
Adopted: May 21, 2013	Last Reviewed/Revised: February 3, 2025
Next Scheduled Review: 2027-2028	
Associated Policies & Procedures: II-42 Medical Conditions	

Purpose

To provide Halton Catholic District School Board (HCDSB) school administrators, medication providers, school staff and parents/guardians with information, requirements and resources in administering oral medication to students requested by the parent and/or prescribed by a physician or other health care professional.

Application and Scope

This procedure for administering medications to students is a guideline to be used by school administrators, medication providers, and school staff to manage and support the safety of students who have been requested to administer prescription or non-prescription medication on school site and/or at off site school/ HCDSB approved activities.

References

[PPM 81](#)

Principles

Prescription Medication

Authority for medication to be administered to students by school staff is included in *PPM 81 Provision of Health Support Services in School Settings*:

“The school boards will be responsible for the administration of oral medication where such medication has been prescribed for use during school hours.”

The procedures for the administering of oral medication, in particular, should provide:

1. That such procedures be applied only to those services, requested by the parent/guardian and prescribed by a physician or other health care professional, which must be provided during school hours.
2. That a request for the service and the authorization to provide such service be made in writing by the parent/guardian and the physician, specifying the medication, the dosage, the frequency and method of administration, the dates for which the authorization applies, and the possible side effects, if any.
3. That the storage and safekeeping requirements for any labelled medication be stated.
4. That a record of administration be maintained which includes the student's name, date, time of provision, dosage given, name of person administering, etc.
5. That the telephone numbers of the parent/guardian and physician be readily accessible in the school.
6. That the medication be administered in a manner which allows for sensitivity and privacy and which encourages the student to take an appropriate level of responsibility for their medication.

Non-Prescription Medication:

In order to control the use of non-prescription medication (e.g., aspirin, Tylenol, Benadryl etc.) being brought onto school property and that this medication be administered properly, the procedures for the administration of prescribed medication also applies to non-prescription medication.

School Administration and/or school staff, on school site and on field trips, are NOT to administer medication by:

- using a syringe injection
- using rectal suppository
- push the release button on the insulin pump (e.g., manually provide a bolus dose (a burst of insulin))

Requirements

The Principal/designate has the responsibility to coordinate communication of information and resources to medication providers, all school staff and parents/guardians to ensure that appropriate procedures, requirements and expectations of the HCD SB's Medication to Students Protocol is followed.

Resources

The Principal/ designate is to provide school staff with training and make available the following resources to the appropriate staff member (e.g., hardcopy, electronic copy).

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Medication providers and school staff are to make themselves familiar with the content of the following resources to be used administering medication to students:

- Administration of Medication – Responsibility Checklists

School Administrators – Primary/Alternate Medication Providers and Teachers/Staff Members Forms:

- Staff Consent to Administer Prescription Medication
- Staff Consent to Administer Non-Prescription Medication
- Medication Administration Log

Parent/Guardian responsibilities of completing the appropriate HCDSB Request and Consent Medication form must be outlined and provided by the school administrator/designate:

- Administration of Prescription Medication
- Administration of Non-Prescription Medication

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
 Director of Education and Secretary of the Board