

## What happens to medication left over at the end of the school year?

You must pick up any remaining medication by the last day of school.

School personnel must dispose of any medications left at the school after the end of the school year.

### FOR FURTHER INFORMATION

Contact your school principal. Additional information can be found online in the RETSD policies at [www.retsd.mb.ca](http://www.retsd.mb.ca).

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589 Roch St. Winnipeg, Manitoba R2K 2P7  
Tel: 204.667.7130 Fax: 204.661.5618  
[www.retsd.mb.ca](http://www.retsd.mb.ca)



# ADMINISTERING MEDICATION

*A guide for parents & students*



## STUDENT MEDICATION

To ensure the safety of students who require oral medication during school hours, River East Transcona School Division has established medically approved policies, procedures and guidelines.

School personnel will administer oral medication, but only under strict guidelines and only when it is deemed essential to enable a student to attend school.

Before school personnel will administer any oral medication, parents/guardians are required to contact the school and complete all necessary forms and procedures.

The understanding and co-operation of parents/guardians are important if the school is to effectively ensure the safety of all students.

The school is not responsible for the safekeeping of medication that is not administered by school personnel.

For the safety of your child, it is important that all information is current. Please make sure you contact school personnel with any changes, such as telephone numbers and medical information.

## FREQUENTLY ASKED QUESTIONS

### Will school personnel administer prescribed oral medication to a student?

Yes. School personnel will administer prescribed oral medication when it is essential for a student to take the oral medication during school hours. A doctor can often prescribe a medication that does not need to be taken during school hours.

### Will school personnel administer non-prescribed medication to a student?

No. School personnel do not administer non-prescribed, over-the-counter medication (e.g. Aspirin, Tylenol, cough syrup). Students in middle and senior years can only bring a daily dose of non-prescribed medication to school when approved by parents. Storage of multiple doses is not permitted.

Students in early years are not permitted to bring medication to school.

Students in middle and senior years can only bring a daily dose of non-prescribed medication to school. Storage of multiple doses is not permitted.

### Do I need to sign any forms?

Yes. There are forms to be signed. The forms should be completed at the start of each school year. All medication must be prescribed by a doctor.

Please complete the form *Authorization for the Administration of Prescribed Medication to Students* (available at the school office).

You should check with the pharmacist or doctor when you complete this form to ensure the information is correct.

It is very important that the school staff have complete information about any possible side effects from the medication.

Any time there is a change in medication or dosage, a new form must be completed.

### Can the prescribed medication be sent to the school with the student?

No. The prescribed medication must be delivered to the school by an adult to ensure that the medication administered to the student is the correct medication.

### Can I send the prescribed medication to school in any container?

No. The medication container must have the dispensing instructions noted on it and must have the official label of the pharmacy.

This container of medication is strictly for use at school.

You can ask the pharmacy to divide the prescription into two containers; one for school and one for home.

When you bring the medication to school, you will be asked to sign a sheet verifying how much medication you have brought.

### What if the student requires the use of an inhaler or auto-injector?

To make sure the school has an accurate record of the medication, please complete the form *Authorization for the Administration of Prescribed Medication to Students* (available at the school office).

Students are encouraged to carry their inhaler or auto-injector in a hip sack and are allowed to self-administer these medications.

### What do I have to do if the student takes the prescribed medication by him/herself?

#### Students in early years:

The only medications students in early years are allowed to administer to themselves are inhalers and auto-injectors. Please complete the form *Authorization for the Administration of Prescribed Medication to Students* (available at the school office).

#### Students in middle & senior years:

If the student in middle/senior years is able to administer his/her own medication, please fill out the form *Authorization for the Administration of Prescribed Medication to Students* (available at the school office). Students may only bring a daily dose of medication to school at one time.

### What happens if there is an error in the administration of medication at school?

You will be contacted and informed.

You and school personnel will determine the course of action, which may include:

- Contacting the student's doctor
- Having you take the student home
- Bringing the student to the hospital

If you cannot be contacted, the dispensing pharmacist or doctor will be contacted.