



<b>TCSA POLICY</b>	
<b>TITLE</b>	Medication Administration in Schools
<b>POLICY NUMBER</b>	21-20-V1
<b>PROGRAM NAME</b>	JK-Grade 12
<b>DOMAIN NAME</b>	Education
<b>EFFECTIVE DATE</b>	7-July-2021
<b>NEXT REVIEW DATE</b>	<b>25-October-2027</b>
<b>APPROVAL DATE</b>	25-October-2024
<b>ISSUING AUTHORITY</b>	Tłıchǫ Community Services Agency
<b>ACCREDITATION STANDARD</b>	N/A

### **POLICY AND GUIDING PRINCIPLE**

The Tłıchǫ Community Services Agency (TCSA) acknowledges that dispensing of prescription medication to a student is the primary responsibility of the parent or guardian. Some students attending school need medication to control their health condition. Where appropriate, TCSA school staff (as a part of their duty) may be required to assist students in taking their medication. TCSA will ensure the student's privacy and confidentiality are maintained and will exercise sensitivity towards this issue to avoid any stigmatization.

The administration of medication(s) to a student by TCSA school staff is only considered when:

- a prescribing healthcare provider has determined that it is necessary during the school day; or
- in emergency circumstances where there is no other alternative in relation to the treatment of a specific health need.

### **PURPOSE/RATIONALE**

The purpose of this policy is to:

- provide requirements for the administration of medications to a student with minimal disruption as possible, whilst attending school or school-related activities;
- guide handling and safe administration of medication to a student; and



- identify clear roles and responsibilities of students, parents/guardians and TCSA staff in the administration of medication.

## DEFINITIONS

**Administration of Prescribed Medication Plan** refers to an overarching term describing documents and forms completed by parents/guardians, medical healthcare providers such as physicians, and TCSA staff such as the principal or their designate. The documents provide details such as medication, dosage, method of medication administration, direction(s) to operate the medication device, parent/guardian contact details and other similar information.

**Medication error** refers to any preventable error in administration that may cause or lead to harm to a student. Medication errors in the school environment may occur for a variety of reasons (examples: poor recording of medication administered to a student; misreading the medication's label, confusion over the dose required; a student taking another student's medication). A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the right medication:

- to the right student
- within appropriate timeframes
- in the correct dosage
- by the correct method.

**Medications** refer to the following categories according to the method for purchasing the medication (over the counter or by prescription) or the frequency within the medication is administered (emergency, routine, short-term):

- Emergency medications: medications required for the emergency treatment of medical conditions (e.g., asthma reliever such as salbutamol or terbutaline inhalers for asthma)
- First Aid emergency medications: medications that are dispensed in devices that non-medical personnel can be trained to use as a first aid response and are retained in the school's first aid kit (e.g., adrenaline auto-injectors for anaphylaxis)
- Medication Device: a device used (worn) by a student that dispenses medication.
- Over-the-counter medication: medications purchased from pharmacies, supermarkets, health food stores without advice from a medical practitioner (e.g., cold remedies, cough syrups, non-prescription analgesics such as paracetamol as well as alternative medicines such as herbal, aromatherapy, and homeopathic, vitamins, minerals and nutritional supplements)
- Prescription medication: medications prescribed by a medical healthcare provider as defined and listed under the NWT *Pharmacy Act* 2006 and/or other relevant Canadian provincial and federal legislation **and** that are dispensed by a pharmacist.



- Routine medication: prescription medication required regularly for management of a specific disorder (e.g., attention deficit hyperactivity disorder) or health condition (e.g., cystic fibrosis, epilepsy, diabetes).
- Short-term medication: prescription medication required for acute conditions (e.g., one course of antibiotics to treat infection)

**Parent or Guardian** is the legal custodian of a student.

**Pharmacy label** refers to a label attached to the original prescription medication container including, but not limited to:

- Student's full name
- Strength and description/name of the medication
- Dose and method of administration (may include the duration of therapy)
- Initials/logo of the pharmacist taking responsibility
- Time or internal the medication is to be taken
- Expiry date or dispensing date

**Method of administration** refers to the method by which medication is administered and may include:

- Oral: given via mouth (i.e. swallowed in the form of a tablet, capsule or liquid)
- Sublingual: placed under the tongue and absorbed via the mucous membrane
- Topical: substance applied directly on the skin or area directed as a cream, ointment, skin patch, or ear/eye drops
- Inhalation: such as inhalers and spacers for asthma
- Injection: a needle given into a fat layer or muscle through the skin such as adrenaline auto-injector (i.e. EPI-pen)
- Rectally: suppositories or enemas.

## **SCOPE/APPLICABILITY**

This policy applies to:

- TCSA staff who are involved and responsible for administration of medication to students at TCSA;
- A student who requires medication during school hours and/or has in their education file a completed *Administration of Prescribed Medication Plan*; and
- A parent/guardian of a student who requires medication during the school hours.



## PROCEDURE

### Administration of medications in TCSA schools

TCSA supports all students with regard to any medical condition or illness and ensures processes are in place to administer medication to a student during all school days including during excursions, camps, on-the-land camps, and trips.

#### EXCEPTION(S):

TCSA staff will not assume any responsibility for assisting with student injections that are of a **regular nature** (e.g., insulin) however; they may be requested to assist with injections

that are of an emergency nature (e.g. severe allergy reactions or an emergency where a student is unable to take their insulin themselves).

#### Communication

TCSA will advise the parent/guardian that before any medication can be administered to their child at school, an *Administration of Prescriber Medication Plan* must be completed. No medication will be administered by the TCSA without a completed plan in place unless it is an imminent life-threatening situation (e.g. anaphylactic reaction where an EPI-pen can be administered).

To review a student's medication requirements and discuss the responsibilities of both parties, including the responsibility of the parent/guardian to supply an adequate amount of medication, TCSA will meet with the parent/guardian.

Medication is to be returned to the parent/guardian in the following instances:

- Expired medication
- Medication that is no longer required (e.g. due to change in medication)
- Student has moved to a different school
- Death of a student
- Prior to the summer holidays when school is closed for extended period of time

TCSA staff must communicate with the parent/guardian to collect any unused/expired medication. All medication is to be returned in its original container. If, after receiving **one (1)** notice from the TCSA to collect the medication (which the TCSA shall document), the parent/guardian fails to collect the medication, then disposal arrangements will be made by the TCSA and a notification will be made to the parent/guardian.



### Prior to administration of medication

An *Administration of Prescribed Medication Plan* (Appendix A) must be completed, signed, and recorded as a part of the student's record every year and when there are any changes to the plan during the year. Only the approved TCSA template shall be used, which contains the following details:

- Part A STUDENT IDENTIFICATION AND CONTACT INFORMATION
- Part B PARENT/GUARDIAN REQUEST FOR ADMINISTRATION OF MEDICATION
- Part C HEALTHCARE PROVIDER MEDICAL AUTHORISATION
- Part D TCSA INTERNAL RECORD AND DESIGNATION SHEET

Medication to be administered must have medical authorization and be required to be taken during the school day (e.g. the original container is labeled or the pharmacy label attached to the original container). Administering medication at school by school staff should be the last option considered. Wherever possible parents/guardians are

encouraged to deliver the medication at home, or come to the school to administer the medication. For example, if a medication is once a day then it should be administered by the parent/guardian at home unless medically required to be administered during the school day.

### During Administration

Instruction per the PART C and/or pharmacy label for administration must be followed (e.g. medication to be taken with food).

The medication must be dispensed directly from the original medication container in the presence of the student and administered as soon as possible thereafter. It is not best practice to dispense into bags or cups with name(s) on prior to the student arriving as medication may deteriorate or be otherwise compromised. Crushing medication is not permitted unless specifically outlined in Part C the *Administration of Prescribed Medication Plan* (Appendix A).

TCSA staff cannot ensure that students swallow or ingest the provided medication. They are not permitted to inspect a student's mouth to ensure it is swallowed.

If the student refuses their medication a parent/guardian and the teacher must be notified to determine possible risks and any further actions.



A parent/guardian must be notified if the student misses a dose of their routine/short-term medication or if any other medication error occurs.

#### After Administration

A record must be made with completed details in the appropriate record sheet immediately after the medication is administered to a student (including when a student is on an excursion or at a camp and on-the-land activities).

If the medication quantity is low or approaching its expiry date parent/guardian must be notified.

#### Medication Errors

If the incorrect dosage of medication or the incorrect medication has been administered to a student:

- If the student has collapsed or is not breathing, call 911 immediately, request ambulance services, and follow the advice given
- If there is no immediate adverse reaction, phone the community health centre and follow the advice given and notify the teacher and parent/guardian
- Record the incident of incorrect dosage or incorrect medication per the incident process at workplace

The TCSA Director of Education, Quality and Risk Manager, Principal, and the student's parent/guardian must be notified of all medication errors (e.g. missed dose, dose refusal, incorrect dosage, and incorrect medication) through email reporting within 24 hours of the error.

#### Response to Side Effects

If the student has collapsed or is not breathing after receiving medication, call 911 immediately, request ambulance services, and follow the advice given.

If the student presents with side effects (atypical symptoms or behaviours):

- parent/guardian must be advised so they may seek medical advice;
- TCSA Principal must be notified; and
- a record of side effects of medication to be made in student record.

#### Stolen or Misused Medication

In the case of stolen or misused medication, including controlled drugs, or medication diverted from the person to whom it was originally prescribed:

- The procedure for missing property on school grounds must be followed;



- TCSA principal must be notified;
- Parent/guardian must be contacted by the Principal to arrange a replacement dosage of their child medication; and
- If required, contact the police.

### Storage of Medication

School must designate a non-portable locked storage space within the school premises with limited and controlled access to only authorized staff to store the medication. The medication cupboard and/or fridge is to be locked and other goods including cash or documents are not to be kept in this space. The medication cupboard or fridge must be kept in a locked office.

**Stock medication for staff or student use is not permitted** (such as Tylenol, Advil, or other over-the-counter medication). For further clarity, no medication will be distributed in schools to staff, and the administration of medication for students is permitted only as outlined in this policy.

Access to the storage of medications is limited to school Principals and/or Vice-Principals. Keys to the medication storage are to be stored securely per the following:

- During school hours, keys are to be kept on the physical person
- After hours, the keys are to be stored in a locked cabinet or safe

No more than one (1) month's dosage is to be stored in the school at any time unless directed differently by the prescribing healthcare provider.

### *Medication requiring immediate access - emergencies*

Some medications may be required on an immediate basis (for emergency situations e.g. EPI-pen), and will be stored in a safe, secure place, in an **unlocked** space (cupboard or desk) that is readily accessible to staff, or held by the student. These unique situations must be documented in the *Administration of Prescribed Medication Plan* (Appendix A).

## **Roles and Responsibilities**

### TCSA

TCSA staff may encourage the parent/guardian to administer the first dose of a new medication for their child and ask the parent/guardian to advise TCSA staff of any potential side effects of medication if new medication is being administered. The details can be also



captured by the parent/guardian within PART B (Optional) of the *Administration of Prescribed Medication Plan*

TCSA school Principal shall administer the medication to the student only after the *Administration of Prescribed Medication Plan* is in place and all PARTS are completed. The Principal may assign a delegate to administer medication, however, only 1 staff member should be assigned to administer medication to avoid medication errors.

#### *Training, Support and Documentation*

TCSA will ensure that necessary training, assessment, and ongoing supervision is provided to school staff who volunteer to administer specific medication to student(s) with specialized health needs in accordance with their plan.

If a student requires assistance with the use of their medication device, staff shall receive training and individualized processes may be developed to support the student in accordance with their plan.

The school administration will ensure that a medication plan of action is developed for the daily care of the student. The medication plan of action (Part D of the *Administration of Prescribed Medication Plan* (Appendix A)) shall include the following:

- The names of staff members responsible for the administration of the medication. When the nature of the administration of the medication requires training, more than one staff member will be trained to ensure the availability of staff able to administer.
- Location of the secured medication
- Recording procedures
- Other pertinent information.

The school administrator is responsible to manage information related to administration of medication at the school location, including but not limited to:

- an updated master list of students requiring medication administration during school hours
- the originals of *Administration of Prescribed Medication Plan* is archived (electronically and/or hard copy) and securely protected using reasonable privacy safeguards such document password protection, role-based access control to the storage folders, locked filling cabinet and similar.

Such lists and files are typically kept in the student cumulative file and in Special Programs/Powerschool.





The Community Health Nurse or Nurse in Charge, if assigned to the school:

- will be informed of the *Administration of Prescribed Medication Plan*
- will be consulted about the administration of medication
- will provide training for staff in administering the medication and/or information about the student's condition where required in relation to the administration of medication.

### Student

It is expected that a student, who is required to take medication during school hours, will:

- adhere to the instruction(s) when their medication is administered by the TCSA staff, as described and indicated per the *Administration of Prescribed Medication Plan*;
- inform the school Principal and parent/guardian of any issues or concerns with the plan or the procedure, if relevant.

### Parent/Guardian

Every year and when there are any changes to the plan during the year Parent/Guardian is responsible for:

- completing PART A and PART B of the *Administration of Prescribed Medication Plan*;
- providing the school with PART C completed by the student's healthcare provider;
- notifying the school immediately if:
  - the medication is no longer required;
  - a change or renewal to the prescription has been made by the healthcare provider.

If there is a change or renewal to the prescription, PART B and PART C must be amended by the parent/guardian to reflect that change or renewal details.

Parent/Guardian must notify the school in writing in advance if medication is being transported with the student for purposes other than administration at school (respite, shared parental arrangements, before and after school care).

### **PERFORMANCE MEASURES**

Compliance with the administration of medication policy is regularly verified through oversight where TCSA administration must regularly update and audit the completed and submitted documents within the *Administration of Prescribed Medication Plan*.



**CROSS-REFERENCES**

N/A

**ATTACHMENTS**

Appendix A-Administration of Prescribed Medication Plan template

**REFERENCES**

GNWT *Education Act*; Section 69(2) (k)

*Guidelines for Inclusive Schooling*, Supporting the NWT Ministerial Directive on Inclusive Schooling, 2016; Section C: Health and Social Services System Supports

**APPROVAL:**

Reviewed and Approved By:

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25-October-2024

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25-October-2024

