

**TITLE: ADMINISTRATION OF PRESCRIBED MEDICATION FOR  
NON-LIFE-THREATENING MEDICAL CONDITIONS**

**Date Authorized: 11 June 2019**

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## **COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY**

The District recognizes its responsibility to ensure that the development of procedures and the associated work promotes and protects Indigenous rights, human rights, and equity. The District will strive to address and eliminate discrimination and structural and systemic barriers for students, staff, and community.

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### **1.0 RATIONALE**

To support the implementation of OCDSB Policy P.108.SCO Care for Students with Severe or Life-threatening Medical Conditions, in compliance with the Ministry's PPM [Provision of health support services in school settings](#).

### **2.0 DEFINITIONS**

Please refer to Appendix A for a list of terms used in this Procedure.

### **3.0 RESPONSIBILITY**

- 3.1 The school principal will authorize the administration of prescribed medication in school when required by a health care professional and will assign staff to be responsible for the handling of prescribed medication who will receive necessary training to carry out their tasks.
- 3.2 Designated school staff will administer and/or store the prescribed medication as directed by the health care professional and authorized by a parent/guardian/caregiver.
- 3.3 Parents/guardians/caregivers or adult students are responsible for providing all the required documentation in a timely manner, including informing the school of any changes to the student's prescribed medication or treatment plan and supplying the school with enough medication, if administration by staff is required.

## 4.0 PROCEDURES

### Scope and Application

- 4.1 The application of this procedure must always be consistent with the [Ontario Human Rights Code](#), OCDSB [Policy P.147.GOV: Human Rights](#) and must not discriminate against students based on their Protected Grounds under the *Ontario Human Rights Code*.
- 4.2 This procedure applies when a health care professional requires the administration of medication during school hours and school-related activities, on school transportation, during field trips, or at other school-related activities off school premises.
- 4.3 This procedure applies only to the handling of prescribed medications for non-life threatening medical conditions (i.e. acute episodes of short-term, non-life threatening illness, such as an infection).
- 4.4 Injections by staff are not permitted.
- 4.5 Requests of staff to administer or supervise the administration of prescribed medication for students with life-threatening medical conditions will be accommodated in accordance with [Procedure PR.548.SCO: Care for Students with Severe or Life-threatening Medical Conditions](#).
- 4.6 Schools are not responsible for the handling of non-prescribed medication.
- 4.7 Non-prescribed medications may be on a student's person only where the student is capable of safely self-administering them.

### Transportation of Prescribed Medication to and from School

- 4.8 All prescribed medications must be transported to and from school in the original pharmaceutical container with the label indicating the following:
  - a) name of student;
  - b) name of medication;
  - c) dosage;
  - d) name of prescribing regulated health care professional;
  - e) frequency of administration; and
  - f) expiration date.
- 4.9 When no longer required at the school, empty containers, unadministered medication, and/or related supplies must be returned home with the student.

### Student Self-administration of Prescribed Medication

- 4.10 Schools may support a student self-administration of their prescribed medication provided that:
  - a) the parent/guardian/caregiver or the adult student provide authorization on Form [OCDSB 988 - Handling of Prescribed Medication for Students with Non-life Threatening Medical Conditions](#);

- b) the principal is satisfied that the student has been trained in the proper administration of the prescribed medication; and
  - c) there is no evidence that the student is abusing the responsibility.
- 4.11 No authorization is required for students who wish to keep the privacy of their self-administration of prescribed medication provided that they:
- a) do not share the prescribed medication with other students;
  - b) be able to appropriately store the prescribed medication; and
  - c) use the prescribed medication only for the intended purpose.
- 4.12 Where the above listed criteria are not fulfilled or believed to not be fulfilled, staff may contact the parent/guardian/caregiver to request further information. Disciplinary measures may be considered should the student be proven to have abused this responsibility.

#### Staff Handling of Students' Prescribed Medication

- 4.13 Where possible in the circumstances, the school will accommodate parent/guardian/caregiver requests to store, administer, or supervise the administration of prescribed medication to a student with an acute episode of short-term, non-life threatening illness, such as an infection, where the student is unable to self-administer the medication due to age, or developmental or physical disability.
- 4.14 The school will support the storage and/or administration of prescribed medication provided that:
- a) a parent/guardian/caregiver or an adult student submits a complete form [OCDSB 988 - Handling of Prescribed Medication for Students with Non-life Threatening Medical Conditions](#);
  - b) the medication is prescribed by a health care professional; and
  - c) the prescribed medication has to be administered during school hours or school-related activities.
- 4.15 Where the prescription requires that multiple doses be administered each day, all reasonable efforts will be made to reduce the number of doses needing to be administered at school.
- 4.16 If a plan for administration of prescribed medication cannot be agreed upon by the parent/guardian/caregiver and the principal, the principal will contact the Superintendent of Instruction for resolution to ensure that a plan is put in place.
- 4.17 Prior to each staff's administration of prescribed medication or the provision of the prescribed medication stored at the school to the student, staff will review the submitted [Form OCDSB 988 - Handling of Prescribed Medication for Students with Non-life Threatening Medical Conditions](#) and the prescribed medication label to:
- a) verify the student identity;
  - b) verify correct prescription;

- c) verify proper dose; and
  - d) follow the health care professional's recommendations pertaining to the administration of the prescribed medication.
- 4.18 Prescribed medication will be administered with sensitivity and in privacy, so as to encourage the student to take a developmentally appropriate level of responsibility for their prescribed medication.
- 4.19 As staff administering prescribed medication to students act "in loco parentis" and not as health professionals, the parent/guardian/caregiver will accept the responsibility of the staff administration of prescribed medication on [Form OCDSB 988 - Handling of Prescribed Medication for Students with Non-life Threatening Medical Conditions](#).

#### Staff Administration of PRNs

- 4.20 Where a health care professional prescribes a medication on "as needed" basis (PRN), the parent/guardian/caregiver is required to complete the following information on [Form OCDSB 988 - Handling of Prescribed Medication for Students with Non-life Threatening Medical Conditions](#):
- a) the clear, specific, and observable symptoms/behaviours that requires the administration of the prescribed medication;
  - b) the level of intensity;
  - c) the length of time the symptoms/behaviours are observed prior to the administration of the prescribed medication; and
  - d) how many times in a 24 hour period the PRN can be administered.
- 4.21 Staff will obtain verbal consent from the parent/guardian/caregiver or a designate with signing authority (e.g. group home staff) prior to each administration of a PRN as staff are not in a position to conduct medical assessment.
- 4.22 In the case where a parent/guardian/caregiver or a designate with signing authority (e.g. group home staff) consent cannot be obtained, the principal/designate will not administer the prescribed medication.

#### Process Following the Handling of Prescribed Medication

- 4.23 Following the administration of prescribed medication or the provision of the prescribed medication stored at the school to the student, staff will:
- a) return the prescribed medication to storage; and
  - b) log administration on [Form OCDSB 287: Student Medication Log](#).
- 4.24 Prescribed medication will be returned home with the student:
- a) at the request of the parent/guardian/caregiver;
  - b) when no longer required; and/or
  - c) at the end of the school year.
- 4.25 Remaining prescribed medication sent home with the student must be recorded on [Form OCDSB 287: Student Medication Log](#).

- 4.26 All pertinent forms will be kept in a secure location with copies going to the parent/guardian/caregiver and the Ontario Student Record (OSR).
- 4.27 The authorization to administer prescribed medication may be cancelled upon receipt of written notification to the principal.

## 5.0 APPENDICES

(Please right-click on the links below to open appendices in new tabs)

Appendix A: Procedure Definitions

Appendix B: [Form OCDSB 988 - Handling of Prescribed Medication for Students with Non-life Threatening Medical Conditions \(PDF version\)](#)

Appendix C: [Form OCDSB 287: Student Medication Log](#)

## 6.0 REFERENCE DOCUMENTS

[Canadian Charter of Rights and Freedoms](#)

[Ontario Human Rights Code](#)

[Education Act, 1990](#)

[Regulated Health Professions Act, 1991](#)

[Ministry of Education Memorandum No. 81: Provision of Health Support Services in School Settings, 1984](#)

OCDSB Policy [P.108.SCO Care of Students with Life-Threatening Medical Conditions](#)

OCDSB Procedure [PR.547.SCO Providing Emergency Medical Care for Students](#)

OCDSB Procedure [PR.548.SCO Care for Students with Severe or Life-threatening Medical Conditions](#)

## APPENDIX A: PROCEDURE DEFINITIONS

In this procedure,

**Adult Student** means a student who is 18 years of age or older, or 16 or 17 years of age and has removed themselves from the care and control of their custodial parent.

**Board** means the Board of Trustees.

**District** means the Ottawa-Carleton District School Board.

**Health Care Professional** means a member of a College under the *Regulated Health Professions Act, 1991*, including physicians and nurse practitioners.

**In loco parentis** is a legal term, meaning in the place of a parent or with a parent's rights, duties, and responsibilities.

**Medication** means an oral or topical medication that is prescribed by a health care professional and administered routinely or on an as-needed basis (PRN).

**Protected Grounds** means the attributes or characteristics upon which Discrimination is prohibited under the Code or by the OCDSB. The Code-Protected Grounds are age, ancestry, citizenship, colour, creed (religion), disability (including mental, physical, developmental or learning disabilities), ethnic origin, family status (such as being in a parent-child relationship), gender expression, gender identity, marital status (including married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same-sex or opposite-sex relationship), place of origin, race, record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received), sex (including pregnancy and breastfeeding) , and sexual orientation.

An additional ground protected from discrimination at the OCDSB is socioeconomic disadvantage.