



Regina Roman Catholic Separate School Division # 81

Safety and Emergency Measures 10330 Administration of Prescribed Medication in Emergencies	Administrative Application	
	Effective:	January 7, 2019
	References:	Administration of Prescribed Medication Form Student Emergency Response Form Administrative Application 10340 - Children with Life Threatening Allergies Policy 12 – Role of the Director
	Status:	Operational

Preamble

It may be necessary to administer prescribed medication to individual students in emergencies. The following steps are preparatory measures for the Regina Catholic School Division (RCSD) administration of prescribed medication in emergencies and should be carried out by the principal or designate.

Definition

1. Prescribed Medication

For the purpose of this application, a prescribed medication is any medication prescribed by a physician or parent that has been documented on a completed and parent authorized *Administration of Prescribed Medication Form*.

Application

The Board authorizes the Director, or designate, to develop and implement procedures for the administration of prescribed medication in emergencies in accordance with regulations pursuant to this application.

1. An *Administration of Prescribed Medication Form* must be completed and returned to the school before staff may administer prescribed medication to students in emergencies.
2. A staff member administering prescribed medication or an *EpiPen®* in an emergency, is acting according to the principle of “in loco parentis”, not as a health care professional, and the school division's liability insurance responds to unintentional injuries arising out of the administration of prescribed medication.
3. The principal is responsible ensuring that:
 - a. *Student Emergency Response Information Forms* are posted in an accessible location in the school for staff to see.
 - b. *Student Emergency Response Information Forms* are reviewed with all staff on an annual basis and whenever changes occur.
 - c. Emergency response medication is kept in a secure location with provision being made for responsible individuals to have access to it as required.



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- d. Sufficient information and training is provided to staff for the administration of prescribed medication in emergencies.
 - e. Plans are established to address the administration of prescribed medication for emergencies in all aspects of the student's school program.
 - f. Parents complete and sign the Medical Alert Information form allowing the school to post the *Student Emergency Response Information Form* for their children.
4. Parents of students requiring the administration of prescribed medication in emergency situations shall ensure that:
- a. Information provided on the *Administration of Prescribed Medication Form* and the *Student Emergency Response Information Form* is accurate and complete.
 - b. Any required changes to the *Administration of Prescribed Medication Form* or the *Student Emergency Response Information Form* are documented on new forms, available upon request.
 - c. All prescribed medications prescribed for emergency purposes are provided in the original container and properly labelled including the student's name, the medication, expiry date, and correct dose.
5. In emergencies that require an employee to assist a student requiring emergency medical attention, which may be beyond the scope of the established regulations and procedures, the employee shall take action that reflects a reasonable standard of care.