

Administrative Application	
Students 9510	Last Reviewed /Approved on: December 18, 2025
Administration of Prescription, Non-Prescription Medication and Medical Procedures	References: The Education Act 1995 - Sec. 190 Inclusive Education- Saskatchewan Ministry of Education, 2021 Actualizing Needs-Based Model- Saskatchewan Ministry of Education, 2023 Population and Public Health Services School Health Information Package - Saskatchewan Health Authority Administrative Application- 10360 Duty to Accommodate -Students with a Disability and/or Complex Medical Needs Policy 12 – Role of the Director
	Status: Operational

Preamble

Many students in our Regina Catholic School Division (RCSD) require prescribed medication and medical procedures on a regular basis. The division has a duty to accommodate to a reasonable extent, who require health care practices in order for them to attend school regularly.

The school division recognizes that it may be necessary for students to receive prescribed medication and medical procedures during regular school hours and that it is necessary to safely store, and have it distributed by designated members of the school staff who become authorized by parents, upon signing the *Parent Authorization For Health Care Intervention* form and the *Prescribed Medication Parent/Guardian Release Form*.

Definition

1. Medication

For the purpose of this application, a prescribed medication, including over-the-counter medication is any medication prescribed by a physician or provided by a parent that has been documented on a *Parent Authorization for Health Care Intervention* Form and a *Prescribed Medication Parent/Guardian Release Form*.

2. Medical Procedure

A physician prescribed procedure that is necessary for the student's well-being and must be scheduled during regular school hours. Examples of essential procedures could include but are not limited to:

- Catheterization
- Blood Glucose Monitoring
- Gastrostomy feeds

Application

The Board, in its desire to encourage regular school attendance for all students, authorizes the Director to develop and implement procedures for the administration of prescribed medication and medical procedures in accordance with regulations pursuant to this application.

- 1. Medications and/or medical procedures may be administered to a student by staff provided that:**
 - a. The student's attendance depends on receiving medication from staff during school hours
 - b. It is not appropriate for the student to self-administer the medication
 - c. The student's parents/guardian are not reasonably able to attend at school to administer the medication.
 - d. The administration of medication within the competence of an adult untrained in medical procedures.
- 2. Parent Authorization for Health Care Intervention Form and Prescribed Medication Parent/Guardian Release Form**
 - a. The school division authorizes the dispensing of prescribed medication only if the prescribed medication cannot be administered by parents/guardians before or after school hours.
 - b. It is recommended that prescribed medications that can cause impairment not to be administered at school. For students requiring medications that can cause impairment the principal, in consultation with the superintendent, will determine how to accommodate the student.
 - c. Parents/guardians shall complete and sign a new *Parent Authorization for Health Care Intervention and Prescribed Medication Parental/Guardian Release Form* at the beginning of each school year or when medication is prescribed for treatment, or when a dosage amount changes.
 - d. By signing the *Parent Authorization for Health Care Intervention Form and Prescribed Medication Parent /Guardian Release Form*, parents/guardians request and authorize the administration of prescribed medication for their child by a non-medically trained staff member of the school.
- 3. Authorized School Personnel**
 - a. Staff members who are involved in the administration of prescribed medication to students shall be identified by the principal and may include the principal, vice principal, (or the designated principal in the absence of the principal or vice principal) office manager, teacher, or instructional assistant.

- b. Students shall be administered prescribed medication only by authorized school personnel in a discrete and confidential manner.
- c. At the beginning of each school year the principal and staff shall develop a school procedure for the administration of medication.
- d. Substitute office managers and substitute teacher shall not administer prescribed medication.

4. Storage of Prescribed Medication

- a. All prescribed medication shall be stored in the principal's or vice principal's office in an enclosed and secure cupboard with only authorized school staff members having access as required.
- b. It is recommended that parents make arrangements with their physician and pharmacy to have all prescribed medication prepared in Unit Dose Packaging (commonly referred to as Blister Packs or Bubble Packs).

Medication must be delivered by the parent in the original prescription container and clearly labelled with:

- The student's name
- Name of the medication and the dosage and frequency
- The physician's name
- Expiration date

Written information outlining storage and safekeeping requirements, possible side effects and actions to be taken in the event of missed doses, errors or side effects should also be provided to the principal. The original of the completed form and medication information should be placed in the student's cumulative folder, a copy kept in the school office and a copy provided to the parent. Instructions shall be clear about the special storage conditions of prescribed medication such as the need for refrigeration, and the effects of light on medication.

5. Special Circumstance

- a. Some students have life threatening medical conditions that may include anaphylactic allergic reactions and require the immediate administration of Epi-pens or Ana-kits. Epi-pens and Ana-kits are an exception and may be stored in a common secure location that is readily accessible to all staff members.
- b. At the beginning of each school year, the principal shall make arrangements with the school's Public Health Nurse to conduct an in-service with all staff members on the procedures of how to identify and respond to anaphylactic allergic reactions and procedures for the administration and storage of Epi-pens and Ana-kits.

6. Procedures for the Administration of Prescribed Medication

- a. The principal and authorized staff shall develop a procedure for their school that identifies which authorized staff member will distribute prescribed medication and who will be their alternative in their absence.
- b. Each authorized staff member who distributes prescribed medication shall complete a *Prescribed Medication Distribution Log* that shall be stored with the medication and has the name of the student, the name of the medication, the time it is distributed and the date and the initials of the authorized staff member who distributed it.
- c. The authorized staff member shall be responsible to ensure that parents/guardians complete the *Parent Authorization for Health Care Intervention Form* and the *Prescribed Medication Parental/Guardian Release Form* at the beginning of each school year, and at any time during the school year as a result of a dosage change, communicate and inform parents when supplies of the prescribed medication are running low, and ensure that the *Prescribed Medication Distribution Log* is properly updated and filed.
- d. At the beginning of each year, the principal shall ensure that all authorized staff members who distribute prescribed medication to students are properly trained in the distribution procedures and when necessary, acquire the assistance of the school Public Health Nurse.

7. Procedures for the Administration of Non-Prescribed Medication

- a. At the beginning of each school year the principal will review with all staff that school division employees are not to administer non-prescribed medications to students. The duty to accommodate students does not apply to temporary conditions that may require non-prescription medication. A student requesting regular doses of a non-prescription medication should consult with their family doctor.