


Policy Statement	
	Commission scolaire Western Québec Western Québec School Board
Policy No. C-26	
SUBJECT:	Administering Medication at School
Approval Date: October 29, 2001	Resolution No: C-01/02-45
Revision Date:	Resolution No:
Origin: Council of Commissioners	

1. OBJECTIVE

It is the responsibility of parents to ensure that the medication a child is supposed to receive is administered to him or her. However, the school board realises it is often not possible for parents to come to school to administer the necessary medication. Recognising the school boards' undertaking of due diligence in ensuring the safety and security of all students in its charge, arrangements may therefore be made with the school subject to the following procedures.

2. DEFINITIONS

Student:

All students enrolled in a youth sector institution of the Western Quebec School Board.

Designated Person:

A member of staff whose main and regular employment is with the School Board.

Medication:

Unless otherwise specified, includes both prescription and non-prescription medication.

The Quebec Charter of Human Rights and Freedoms:

As adopted by Québec's National Assembly on June 27, 1975 (Last amended: October 22, 1999).

3. PROCEDURES

3.1. General

The procedures listed below must be followed when dispensing medication to students at school.

- The attached waiver (Annex B) must be completed and include a recent photograph of the student. All waivers must be available at a central location(s) in the school and every teacher should have a list of children subject to receive medication.
- A physician's note for non-prescription medication and a copy of the pharmacist's label for prescribed medication must be attached to the waiver. It should outline the dosage, times for dispensing, and any other special conditions.
- Bottles of non-prescription medication should be clearly marked with the drug and the student's name. The official pharmacist's label shall include the student's name, the recommended dosage, times for dispensing, etc., and must be affixed to the outside of the bottle.
- Any change in dosage or dispensing of the medication must be accompanied by a physician's note.
- The maximum supply of medication stored at the school must be reasonable and agreed to by the school.
- With the exception of life threatening situations, one (1) person ONLY should be responsible for dispensing medication. A procedure must be in place should the designated person be absent or unavailable.
- All medication MUST be stored in a secure and appropriate place away from student access.
- Students over the age of 14 may be responsible for storing and administering their own medication.
- Any medication lost or missing MUST be reported immediately to the principal of the school and the Director of Student Services.
- Parents are responsible for providing the school with the medication and responsible for its replacement as required.
- Parent(s) Responsibility: As primary care-givers, parents are ultimately responsible for personally identifying any situation requiring the dispensing of medication to their child. In that regard they are also responsible for providing significant information about any medication left at the school such as expiry dates and possible side effects.

3.2. Medication(s) for Potentially Life-Threatening Situations (e.g. among others, epipen, asthmatic pumps, glucose tablet, and insulin)

- All cases should be assessed at the school on an individual basis and be supported by documentation from the physician and the parents or guardian.
- All school staff, including bus drivers and volunteers, should have appropriate training in the dispensing of the medication.
- Medication should be readily available from storage locations that have been clearly identified.
- Photos of all individuals contemplated by this section shall be placed in a designated area readily available to all staff.

REFERENCE:

The Québec Charter of Human Rights and Freedom

Chapter 1: Fundamental freedoms and rights:

***Article 2.** Every human being whose life is in peril has a right to assistance.*

Every person must come to the aid of anyone whose life is in peril, either personally or calling for aid, by giving him the necessary and immediate physical assistance, unless it involves danger to himself or a third person, or he has another valid reason.

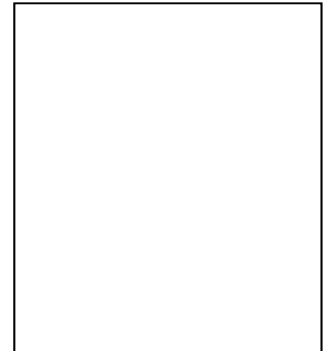


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Annex B
POLICY C-26

ADMINISTERING MEDICATION

Parents' Authorization



Student's Picture

I authorize a member of the _____ school staff to administer the following medication, as outlined in the attached physician's prescription to my child.

Student's Name: _____

Name & Description of Medication:

Physician's Name & Telephone Number:

Dosage: _____

Time to be administered: _____

I take full responsibility for any possible effects of the above mentioned medication, and I release and Discharge the members or staff of the School, the School Board, the School Bus Contractor, and the Bus Driver of all responsibilities resulting from the administration of said medication to my child.

Parent or Guardian: _____
(Print Name)

(Signature)

Date: _____