



Protocol for the Administration of Medication in Schools

Western Quebec School Board

Protocol-01 (P-01)

Includes:

**P-01.A1, P-01.A2, P-01.A3, P-01.A4, P-01.A5,
P-01.A6 & P-01.A7**

November 4, 2025

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SECTION 1: OBJECTIVES OF THE PROTOCOL

To define the rules for administration of medication to students in Western Quebec School Board (hereinafter “WQSB”) school settings.

To clarify the roles and responsibilities of all individuals involved with administration of medication to students.

To ensure the safety and security of students and employees during administration of medication procedures.

To ensure the employees and the WQSB are protected from litigation.

SECTION 2: LIST OF LEGAL REFERENCES

This guide is established, within the context of the following legal frameworks:

- Québec Charter of Human Rights and Freedoms (c. C-12)
- Civil Code of Québec, (CCQ – 1991)
- Professional Code (c. C-26)
- Nurse’s Act (c. I-8)
- Education Act (c. I-13.3)
- Activité de Soins Confiées a des Aides Soignants: Administration des médicaments et soins Invasifs d’assistance aux Activités de la Vie Quotidienne (2022)
- Act Respecting Access to Documents held by public bodies and the protection of personal information (CQLR c A-2.1)
- Activités De Soins Confiées À Des Aides-Soignants Administration Des Médicaments Et Soins Invasifs D’Assistance Aux Activités De La Vie Quotidienne (Section 4.2).

SECTION 3: DEFINITIONS

Medication – a substance used for medical treatment, especially a medicine or drug. In this protocol, unless otherwise specified, the term ‘medication’ includes both prescription and ‘as-needed’ medication prescribed by a medical practitioner.

- **Prescription Medication:** Medications prescribed to a patient by a health practitioner to help manage health conditions.
- **‘As-needed’ Medication/PRN (latin term: pro re nata):** Medications that are administered only for the purpose for which they are ordered by a physician. Prescribed medication that is not routinely administered, which may commonly be referred to as ‘over-the-counter’ or ‘PRN’ medications. (ex. Pain medication, anti-nausea, etc.).

Non-Prescribed Medication: Medications that are available for purchase without prescription. These medications are commonly referred to as ‘over-the-counter’ medications. These are **NOT** administered or distributed by WQSB staff.

- **Emergency Medication:** medication required in event of emergency circumstances. These include, but are not limited to, Naloxone/Narcan and EpiPens.
- **Name of medication (“Medication”):** most medicines have two different names – an active ingredient (generic name) and a brand name. One of these names should be transcribed to the *Administration of Medication: Parent’s Authorization Form (P-01.A5)*
- **Dosage (“Dose”):** the amount of medication you take at one time (ex: 10mg, 1g, 25mL, etc.)
- **Day of Medication:** If a parent/guardian presents an over-the-counter medication, requesting to be administered to their child due to lingering symptoms of an acute illness (ex: cold, flu, COVID-19, etc.). This request can be accommodated if the parent/guardian completes *the Administration of Medication: Parent’s Authorization Form (P-01.A5)*. For further information on this, please see **Section 7**.

Route of Administration (“Route”): the method by which medication is administered.
(*Additional training is required for these routes)

- **Oral/PO:** route of administration whereby a substance is taken through the mouth, swallowed.

- **Topical/TOP:** Most often, topical medication means application to body surfaces such as the skin or mucous membranes.
- **Inhalation/INH:** The medicine is a mist or spray that the person breathes in.
- **Ophthalmic (Eyes)*:** the administration of a drug to the eyes, most typically as an eye drop formulation.
- **Otic (Ears)*:** administration in which products are applied to or in the ear to treat conditions of the external and middle ear.
- **Subcutaneous/SQ*:** administration of medications injected beneath the skin in the fatty tissue (ex: insulin, etc.)
- **Intramuscular/IM:** the administration of a medication directly into muscle tissue. This route of administration is reserved exclusively for healthcare professionals and should never be performed by untrained individuals with one exception. This is the administration of an EpiPen may be administered by a trained individual in emergency situations.
- **Intravenous/IV:** the administration of a medication or fluid directly into a vein. This route of administration is reserved exclusively for healthcare professionals.

Frequency of Administration (“Time”): how many times a day the medication is to be administered or how often it is to be administered in hours or minutes. (ex: every day at noon, every 4 hours, etc.)

Student: For the purpose of this protocol, the term “student” refers to individuals enrolled in a program of the Western Quebec School Board.

Parent/guardian: Adult who holds parental authority of the student.

Designated Person: The staff member who has been designated by the school principal to administer medication at school. All Designated Persons will receive Medication Training by the WQSB nurse. Volunteers are not permitted at any time to be named as a designated person.

School Nurse: Nurse assigned to school or centre by the regional health authority is responsible for the medical care plans for students, as well as general inquiries regarding individual students.

WQSB Nurse: WQSB professional staff, who is hired to perform duties listed in Section 6. This person must be licensed under the Ordre des infirmières et infirmiers du Québec.

Medication management: Administration and control of medication by a designated person(s).

Administration of medication: The act of giving medication via routes described above to an individual. The designated person will be responsible for the administration of prescribed, ready-to-administer medication to a student.

Medical Care Plan: A detailed summary of interventions related to a specific student medical need. This is to be completed by the school nurse in collaboration with parents or legal guardians. The school nurse may consult with medical professionals, as required.

Extracurricular/ School Field Trip: Any school related activity that requires students to be present off school premises. This may include local activities, regional sports, cultural events, or national/international school organized trips.

SECTION 4: GENERAL PRINCIPLES

According to article 39.8 of the Professional Code, school personnel may administer medication, under certain conditions.

As a public institution, the Western Quebec School Board must ensure that personal information related to students remains confidential, in accordance with the Act Respecting Access to Documents held by public bodies and the protection of personal information. The information related to a student's medication or medical health, is confidential in nature and all individuals involved in the preparation of a care plan, interventions or the administration of medication, must abide by the regulations outlined.

As a general rule, all medication must be taken at home.

Exceptionally, when a medical prescription requires the administration of medication during school hours by a member of the school the following rules must be observed:

1. Written authorization from a parent or guardian is required in order for school staff to administer medication to a student (*Administration of Medication: Parent's Authorization Form P-01.A5*)

2. The school principal has the primary responsibility for the management of administering medication within the school.
3. The school principal delegates the tasks to an employee (Designated Person).
4. All medication must be identified with a pharmacy label with the complete prescription which includes the following:
 - student's name;
 - name of medication;
 - dosage;
 - route of administration;
 - frequency of administration;
 - expiry date;
 - name of physician

For more detailed information, please refer to Section 8: Medication Specifications.

5. Medication must be kept in a secure location, that can only be accessible by the Designated Person(s), except for emergency medication as identified within the Care Plan.
6. Students are informed of where the medication will be administered and at what time. Some students may require additional support or reminders to receive their medication .
7. Documentation of the administration of medication must be completed for each student and stored in a secure location, that can only be accessible by the Designated Person(s) (*Medication Administration Record P-01.A1 and/or Medication Administration Record: As-needed Medication P-01.A2*).
8. Students 14 years and older are responsible for administering their own medication and must respect and adhere to the WQSB Policy related to abuse or trafficking of substances (C-4.1).
9. *Consent to care required by the state of health of a minor is given by the person having parental authority or by his tutor. A minor 14 years of age or over, however, may give his consent alone to such care (Civil Code of Quebec 1991, c. 64, a. 14.).*
10. *Where it is ascertained that a person of full age is incapable of giving consent to care required by his or her state of health and in the absence of advance medical directives, consent is given by his or her mandatary or tutor. If the person of full age is not so represented, consent is given by his or her married, civil union or de facto spouse or, if the person has no spouse or his or her spouse is prevented from giving consent, it is given by a close relative or a person who shows a special interest in the person of full age (Civil Code of Quebec 1991, c. 64, a. 15.).*

11. *A minor 14 years of age or over may give his consent alone to care not required by the state of his health; however, the consent of the person having parental authority or of the tutor is required if the care entails a serious risk for the health of the minor and may cause him grave and permanent effects. (Civil Code of Quebec 1991, c. 64, a. 17.).*
12. Some students 14 years and older may require additional support with the administration of their medication as per their Care Plan or particular needs.
13. Students 14 years and older are required to bring only the dose required for the day in an appropriate, labelled container.
14. If students fail to adhere to the Protocols identified above, the principal and the Director of Complementary Services will intervene accordingly to ensure the safety of students. This may include adjustments of the storage and administration of a student's medication.
15. Any medication lost or missing must be reported immediately to the principal of the school or Designated Person.
16. The maximum supply of medication stored at the school shall not exceed one month.
17. Parent/Guardian is responsible for ensuring immediate updates to school principal and/or Designated Person for any changes to medication prescriptions.
18. It is not the responsibility of WQSB staff to refill medication prescriptions. It is the responsibility of the parent/guardian to know the schedule for the refill of their child's prescription and to ensure prescriptions are refilled as per that schedule.

SECTION 5: ADMINISTRATION OF MEDICATION

According to article 39.8 of the Professional Code, school personnel may administer medication, under certain conditions. The conditions are outlined in Section 6: Roles and Responsibilities.

ELEMENTS OF ADMINISTRATION OF MEDICATION:

- The Designated Person will:
 - Prompt: Reminding a person to take their medication as indicated.
 - Basic Assistance: Minimal help provided to a person who is taking their own medication. This may involve placing the medication in the person's hand, opening a container, pillbox or sachet. However, the user has a sufficient degree of autonomy to administer it themselves.

- Verification: This involves ensuring that the person has taken their medication.
- Documentation: This involves the recording/proof that the safe medication administration has been completed. This includes documentation included in *Medication Administration Record (P-01.A1)* and/or *Medication Administration Record: As-needed Medication (P-01.A2)*.

METHOD OF ADMINISTRATION:

- Any specific requests or suggestions by the parent/guardian for medication administration that may facilitate and ease the administration of medication must be noted in the “Special Instructions” portion of the *Administration of Medication: Parent’s Authorization Form (P-01.A5)*
- Not all specific requests will be accommodated. Only the specific requests that are within the scope of practice for the Designated Person will be considered and discussed with the principal, parent/guardian and nurse, as needed.
- Special cases will be considered (ex: complex medical cases, etc.). The school nurse will create a medical care plan that best accommodates the student.
- Medication must come prepared (ex: split pill, crushed, etc.). The Designated Person is not responsible for altering medication for easier consumption by student.
- If medication is required to be taken with food or specific beverages, parent/guardian is responsible for providing this to school or student.
- If the Designated Person observes that the student is not fully consuming the prescribed medication or is experiencing difficulty in taking it, they will notify the parent/guardian.
- It is the responsibility of the parent/guardian to revise the student's medication administration plan and return to the school with updated, effective methods that support successful administration.

MANDATORY GUIDELINES:

- The Designated Person must be trained in the Administration of Medication by WQSB nurse (school nurse, specialized clinic nurse, etc.).

- All administration of medication must be requested from the parent/guardian by completing the written authorization on *Administration of Medication: Parent's Authorization Form (P-01.A5)*
- Medication prescriptions must be complete before providing them to the school.
- If the student is not able to self-administer the medication, this will be discussed between the parent/guardian, principal and Designated Person to find an appropriate and safe solution.

SECTION 6: ROLES AND RESPONSIBILITIES

STUDENT:

- Students 13 years and younger are not permitted to administer their own medication. They must have parental authorization for medication to be administered by the school's Designated Person. Their medication will be stored in the school according to the conditions outlined in this protocol under Section 8: Medication Specifications.
- Students 14 years and older are responsible for administering their own medication. It is important to note that all students must respect and adhere to the school's Code of Conduct and Policy on Drug Free Atmosphere in our Schools and Related Activities (C-4.1). Prescribed medication is never to be shared with other students as this would constitute trafficking. The conditions of medication storage are outlined in Section 8: Medication Specifications.

PARENT/GUARDIAN:

- Complete, sign and submit to the school principal, at the beginning of the school year, or when new student enrolls, all necessary student information documentation (Section 10: Annexes).
- Familiarize themselves with the WQSB Administration of Medication Protocol at the beginning of the school year or when the student is starting at school within WQSB.
- Must authorize (*Administration of Medication: Parent's Authorization Form [P-01.A5]*) the school to undertake the administration of medication as prescribed.
- Being informed of any possible side effects of medication.

- Informing the administration of possible side effects of medication.
- Ensure medication is in a ready-to-administer form that has been prepared by a medical professional (e.g. split pill, crushed, etc.).
- Provide the school principal or Designated Person with the prescribed medication and the materials required for its administration. The list of required materials can be found in Section 7: Procedure for Administration of Medication.
- Review the school and school board rules of medication distribution with their child.
- Inform the school of any changes to the prescription. Complete a new authorization form, and attach a copy of the prescription or label, if applicable.
- Parents are responsible for the timely replacement of medication, as required.
- In the event of exceptional circumstances in which all Designated Persons are unable to fulfill their roles (ex: numerous staff absences due to pandemic, etc.), the school and parents will work to develop a plan to temporarily and safely mitigate the situation. (This is to ensure untrained individuals do not administer medication.)

DESIGNATED PERSON:

- Complete Medication Administration Training provided by the school board.
- Ensure that student information documentation is complete for each child.
- Administer medication in accordance with medication prescription and according to their WQSB Medication Administration training.
- Comply with Procedures for the Administration of Medication (Section 7).
- Store medication in secure location, as outlined in Section 4.5.
- Immediately notify school administration of any important information regarding the administration of medication (ex: side effects or reactions, trouble administering, etc.). Complete *Medication Incident Report (P-01.A4)*.

SCHOOL PRINCIPAL/CENTRE DIRECTOR:

SELECTION OF THE DESIGNATED PERSON

- A minimum of **3** Designated Persons per school are to be selected.

- If the school has a centre of excellence program, all staff in the centre are required to be trained in addition to the minimum of 3 staff for the school.
- The criteria to be used for the selection of the Designated Persons are as follows (unless identified as staff of centre of excellence) ...
 - Full-time employee or someone replacing a full-time employee for an extended period (more than two weeks)
 - In a role that provides the employee with adequate time to manage medication administration throughout the day
 - Final approval rests with the medical professional (ex: WQSB nurse) conducting the training with prospective Designated Persons
- Ensure parent/guardian receives *Administration of Medication: Parent's Authorization Form (P-01.A5)*.
- Ensure every parent/guardian has access to the WQSB Administration of Medication Protocol.
- Select a secure location to store student medications - this does not include emergency medications (ex: EpiPens, Narcan, etc.). Follow conditions outlined in Section 8: Medication Specifications.
- Ensure medication in the secure location is only accessible to Designated Persons and school administrators.
- Collaborate with the school nurse, Designated Person and WQSB nurse, as needed.
- Inform parents of any medication incidents reported by the Designated Person.
- Inform parents if exceptional circumstances occur resulting in the absence of all Designated Persons on staff.

SCHOOL BOARD:

- Distribute WQSB Administration of Medication Protocol to all schools within the Western Québec School Board.
- Ensure regular revisions of this protocol are conducted as specified in this document.

- Ensure newly revised versions of the protocol are circulated to schools and centres in a timely manner.
- Support and advise school principals / centre directors and Designated Person in the application of this protocol.

SCHOOL NURSE (CISSSO/CISSSAT):

- Collaborate with and support school principals in applying WQSB Administration of Medication Protocol.
- Provide training to staff on proper EpiPen use (ex: in-person, video, webinar, etc.). Further training will be available to staff regarding EpiPen use by school request.
- Complete Medical Care Plans for students as required.
- Act as a resource person for those involved in administering medication to students.
- At the school's / centre's request, provide training to staff on medication administration for routes of administration not included in WQSB Medication Administration Training (ex: subcutaneous, sublingual, etc.).

WQSB NURSE:

- Provide Medication Administration Training to Designated Person.
- Support the school principal and Designated Person in medication administration, as needed.
- Liaise with school nurse (CISSSO & CISSSAT) as needed.
- Manage the updates of all medical, health and safety protocols to ensure procedures comply with current Public Health directives.
- Update training to include current/new practices on medication administration to ensure safety for staff and students within the school system.

SECTION 7: PROCEDURE FOR ADMINISTRATION OF MEDICATION

FOR PARENTS:

BEGINNING OF EVERY SCHOOL YEAR (OR FOR STUDENTS ARRIVING DURING SCHOOL YEAR):

- ❖ These steps must be taken at the beginning of every school year.
- 1. Parents/guardians complete the *Emergency/Health Information Form* and the *Administration of Medication: Parent's Authorization Form (P-01.A5)* and submit by due date.
- 2. Parents/guardians provide the school principal/centre director or Designated Persons with
 - Printed medication prescription
 - Special instructions (if any)
 - Photo of the student
 - Medication (eg. pills, cream, drops, etc.) in its appropriate container (eg. bottle, blister pack, etc.) labelled with the student's full name and complete prescription
- 3. Follow guidelines outlined in Section 8: Medication Specifications.

NEW OR CHANGE OF PRESCRIPTION:

1. Notify the school principal or the Designated Person of any new or change to the student's medication.
2. Complete a new *Administration of Medication: Parent's Authorization Form (P-01.A5)* with new medication prescription and submit to school principal and/or Designated Person.
3. Parents/guardians provide the school principal/centre director or Designated Persons with
 - Printed medication prescription
 - Special instructions (if any)
 - Photo of the student

- Medication (eg. pills, cream, drops, etc.) in its appropriate container (eg. bottle, blister pack, etc.) labelled with the student's full name and complete prescription

EXTRACURRICULAR/SCHOOL FIELD TRIPS (INCLUDING INTERNATIONAL):

1. Provide the school/centre with the exact amount of medication to be administered during field trip in container with complete prescription and student information.
2. If a student requires complex medication care, it must be discussed with the school principal or Designated Person prior to the registration for an extracurricular/school field trip.

NON-PRESCRIBED MEDICATION

If a child under 14 years of age has lingering symptoms of acute illnesses or conditions but is ready to return to school (ex: pressure headaches from a cold, persistent cough from COVID-19, menstrual cramps, etc.) and requires over-the-counter medication, the parent/guardian must make a request to the school / centre administration through the following steps.

1. Complete the *Administration of Medication: Parent's Authorization Form (P-01.A5)* and provide school with the purchased medication in its original container (ex: bottle, box, etc.). The Designated Person will follow directions on the original container.
2. When filling out the *Administration of Medication: Parent's Authorization Form (P-01.A5)* for administration of medication under this section, the parent/guardian must disclose the purpose for its administration without a prescription in the "Special Instructions" section of the form.
3. The medication under this section may be administered for a maximum of **5 days** after which time the parent/guardian will be required to submit a prescription from a medical professional for continued administration of this medication.

FOR DESIGNATED PERSON OR SCHOOL PRINCIPAL:

SELECTION OF THE DESIGNATED PERSON:

See above in Section 6: Roles and Responsibilities

TRAINING/RECERTIFICATION OF TRAINING:

1. The Designated Person will receive Medication Administration Training by the WQSB Nurse or another medical professional designated by the WQSB.
2. The school principals / centre directors will receive a review of medication administration procedures
3. If the school principal / centre director is one of the Designated Persons, they will be required to receive the Medication Administration Training.
4. If the school principal / centre director is NOT one of the Designated Persons, they may still make a request to receive the Medication Administration Training.
5. The training will be delivered through an in-person format.
6. The Medication Administration Training will include a theory portion and case scenarios.
7. A certificate will be awarded to individuals who have successfully completed the Medication Administration Training. Only individuals with a certificate may be eligible to be named as a Designated Person.
8. Training will be made available annually according to needs. Previously certified Designated Persons will be welcome to join all training sessions and to contact the WQSB nurse for support throughout the school year.
9. Should recertification be necessary (ex: new legislation, etc.), Designated Persons will be provided with updated training or a copy of the revised protocol, as needed.
10. If additional or complex medication training is needed, a request must be made to the school nurse.

MAINTAINING DOCUMENTATION:

1. Ensure all student information documentation is completed prior to administering any medication.
2. During the school year, the Designated Person will be required to maintain documentation daily as required and to maintain confidentiality of personal information.
3. Active documentation is to be kept in MAR (Medication Administration Record) binder and locked in secure cabinet. Never, under any circumstances, to be left unsupervised if not locked in a secure cabinet.

4. Once documentation is completed/full, these records must be stored in a secure location in which confidentiality can be maintained. These documents must be held for **3 years** in the secure location at which time they are to be destroyed (ie: shredded).
- ❖ Important to note: all transcribing of information should be written as legibly as possible to avoid any incidents with administration of medication.

EMERGENCY MEDICATION ADMINISTRATION

1. See Section 8: Medication Specifications and Section 11: Annexes for descriptions of emergency medication situations requiring the completion of Emergency Medication Administration forms.
2. Printed copies of the *Emergency Medication Administration Record (P-01.A3)* will be kept in a designated section of the MAR binder.
3. When an emergency occurs, the Designated Person must respond as per their training. DO **NOT** administer any emergency medication if not trained.
4. After the intervention is complete and outside emergency response services (ie: 911) have assumed responsibility of the situation, the Designated Person must complete both the *Emergency Medication Administration Record (P-01.A3)* and the *Medication Incident Report (P-01.A4)* immediately.
5. Once documentation is completed, the Designated Person submits the form to the appropriate individuals listed on the document.

MEDICATION INCIDENT REPORT

1. A Medication Incident requiring a report to be completed includes but is not limited to:
 - Prescribed medication administered incorrectly
 - Medication administered to incorrect student
 - Situations in which emergency medication had to be administered
 - Other (will be covered in the training)
2. Immediately following a medication incident, the Designated Person must complete the *Medication Incident Report (P-01.A4)*.

3. Once documentation is completed, the Designated Person submits the form to the appropriate individuals listed on the document.

EXTRACURRICULAR/SCHOOL FIELD TRIPS (INCLUDING INTERNATIONAL):

1. At minimum, one adult supervising students during the extracurricular activity must have Medication Administration Training.
2. Photocopy *Administration of Medication Parents Authorization Form (P-01.A5)* for every student attending field trip. These documents are to be stored securely in a file organizer (ex: duo-tang) in the locked case.
3. Medications must be transported in a designated locked case. Only the Designated Person should have access to the key or code.
4. Bring the *Field Trip Medication Administration Record (P-01.A6)* to record medication administration in a labelled file organizer (ex: duo-tang, etc.). This file is to be stored securely in the locked case.
5. Carry only the exact dosage required for the duration of the field trip. Exceptions can be made according to the conditions of the field trip and needs. These exceptions are to be discussed with the school/centre administration a minimum of one week in advance of the trip.
6. Medications must be stored in properly labeled containers (ex: bottles, blister pack, etc.) that include the medication name, student's name, dosage, route, and administration frequency.
7. Upon returning to school, return medication containers to the student's designated bin in the medication cabinet. File the completed *Field Trip Medication Administration Record (P-01.A6)* document at the back of the student's section of the MAR (*Medication Administration Record*) binder. Confidentially dispose of the photocopies of *Administration of Medication Parents Authorization Form (P-01.A5)*.

NON-PRESCRIBED MEDICATION

1. If a student under 14 years of age has lingering symptoms of acute illnesses or conditions but is ready to return to school (ex: pressure headaches from a cold, persistent cough from COVID-19, menstrual cramps, etc.) and requires over-the-counter medication, the parent/guardian must make a request to the school / centre administration through the following steps.

2. Verify that the *Administration of Medication: Parent's Authorization Form (P-01.A5)* has been completed by the parent / guardian.
3. Ensure the medication is in its original container (ex: purchased bottle - Tylenol, purchased box - Reactine, etc.).
4. Complete the *Medication Administration Record: As-Needed (PRN) (P-01.A2)* form by transcribing the information directly from the original container. This will include information such as dosage, frequency, route.
5. The special instructions that are provided by the parent / guardian in the *Administration of Medication: Parent's Authorization Form (P-01.A5)* are also to be transcribed to the *Medication Administration Record: As-Needed (PRN) (P-01.A2)* form in the "Reason" section.
6. The medication under this section may be administered for a maximum of **5 days** after which time the parent/guardian will be required to submit a prescription from a medical professional for continued administration of this medication.

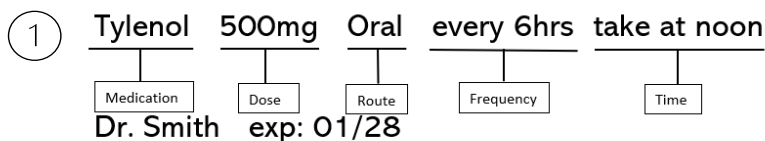
SECTION 8: MEDICATION SPECIFICATIONS

REQUIRED INFORMATION FOR MEDICATION PRESCRIPTION

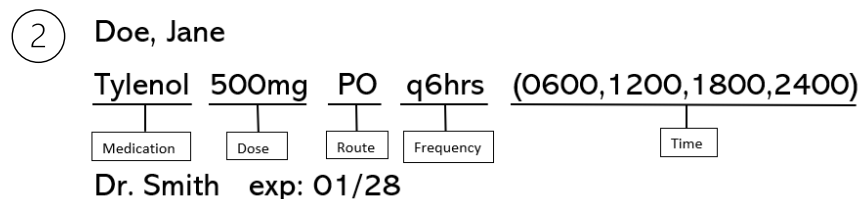
- All prescribed medication that will be administered at a school or centre requires a prescription. This is a document created by a pharmacist. It must include:
 - student's name;
 - name of medication;
 - dosage;
 - route of administration;
 - frequency of administration;
 - expiry date;
 - name of physician

Example of Medication Prescription:

Doe, Jane



OR



MEDICATIONS THAT CANNOT BE ADMINISTERED IN THE SCHOOL SETTING:

- Intramuscular medication,
- Intravenous medication.
- WQSB staff cannot mix medication. It MUST come to the school already prepared.
- If a subcutaneous injection (ex: insulin, etc.) is to be administered to a student, this is a special request and must be discussed with the school principal, school nurse and Designated Person to determine if possible. If yes, the school nurse is to provide training.

MEDICATION STORAGE:

13 YEARS OLD AND YOUNGER:

- Medication must be stored in a locked and secure cabinet/drawer/etc.
- Ensure medication is stored in clearly identified bins or baskets labelled with the student's name, grade level and date of birth.
- Remove any garbage, empty containers, scrap items, etc. If there are any empty medication containers with student information, dispose of labels confidentially or return to parents/guardians for recycling or disposal.

14 YEARS OLD AND OLDER:

- Responsible for administering their own medication.

- It is important to note that all students must respect and adhere to the school's Code of Conduct and Policy on Drug Free Atmosphere in our Schools and Related Activities (C-4.1). Prescribed medication is never to be shared with other students as this would constitute trafficking.
- Some students may require additional support with the administration of their medication as per their Medical Care Plan. If this is the case, they must adhere to the medication storage guidelines set for 13 years old and younger.
- Required to bring only the dose required for the day in an appropriate, labelled container.
- If students fail to adhere to the Protocols identified above, the principal and the Director of Complementary Services will intervene accordingly to ensure the safety of students. This may include adjustments to the storage and administration of a student's medication.

EMERGENCY MEDICATION:

- Anticipated Emergency: A Medical Care Plan is created for students with specific medical needs. Emergency medications are to be identified in this care plan, along with interventions that are to be discussed with the school / centre administration, Designated Person and parents/guardians (ex: EpiPen, Glucagon, etc.).
- Unanticipated Emergency: Emergency Medications may need to be administered to students that have no history of health concerns (includes but not limited to EpiPens and Narcan.) Trained staff may be required to administer emergency medication in unanticipated crisis situations. These emergency situations are outlined in other intervention protocols (ex. anaphylaxis, etc.)
- Both types of emergencies require staff to complete *Emergency Medication Administration Record (P-01.A3)* and *Medication Incident Report (P-01.A4)* post emergency response.

MEDICATIONS REQUIRING ADDITIONAL TRAINING:

- The Designated Person is required to receive additional training by the school nurse to administer subcutaneous injections, ear drops, eye drops and sublingual drops.
- If required, contact the WQSB Nurse or the school nurse to support staff in medication administration training.

SECTION 9: REVISION

This document is to be revised every 2 years and as needed.

SECTION 10: REFERENCES

- Professional Code (c. C-26, s39.8)
CQLR C C-26 | Professional Code | CanLII. (n.d.). <https://www.canlii.org/en/qc/laws/stat/cqlr-c-c-26/latest/cqlr-c-c-26.html>
- Quebec Charter of Human Rights and Freedoms (c. C-12)
CQLR C C-12 | charter of human rights and freedoms | canlii. (n.d.-a).
<https://www.canlii.org/en/qc/laws/stat/cqlr-c-c-12/latest/cqlr-c-c-12.html>
- Act respecting access to documents held by public bodies and the protection of personal information. Légis Québec. (n.d.-a).
<https://www.legisquebec.gouv.qc.ca/en/document/cs/a-2.1>
- Civil Code of Quebec (CCQ – 1991)
CQLR c CCQ-1991 | civil code of Québec | Canlii. (n.d.-c).
<https://www.canlii.org/en/qc/laws/stat/cqlr-c-ccq-1991/latest/cqlr-c-ccq-1991.html>
- Nurse's Act (c-I-8)
Nurses act, CQLR C I-8. (n.d.-d).
<https://www.canlii.org/en/qc/laws/stat/cqlr-c-i-8/latest/cqlr-c-i-8.html>
- Education Act (c. I-13.3)
CQLR C I-13.3 | education act | CanLII. (n.d.-d).
<https://www.canlii.org/en/qc/laws/stat/cqlr-c-i-13.3/latest/cqlr-c-i-13.3.html>
- Activité de Soins Confiées à des Aides-Soignants : Administration des médicaments et soins Invasifs d'assistance aux Activités de la Vie Quotidienne (2022)
<https://publications.msss.gouv.qc.ca/msss/fichiers/2022/22-945-02W.pdf>
- Smith, S. F. (2017). Clinical nursing skills: Basic to advanced skills. Pearson

SECTION 10: ANNEXES

MEDICATION ADMINISTRATION RECORD (P-01.A1)

This document is used to track daily administration of medication for individual students.

MEDICATION ADMINISTRATION RECORD: AS-NEEDED (PRN) (P-01.A2)

This document is used to track as-needed (PRN) medications for individual students.

EMERGENCY MEDICATION ADMINISTRATION RECORD (P-01.A3)

This document is used to track the use of emergency medications.

MEDICATION INCIDENT REPORT (P-01.A4)

This document is used when there has been an incident involving medication.

ADMINISTRATION OF MEDICATION: PARENT'S AUTHORIZATION FORM (P-01.A5)

This document provides a parental/guardian's consent for the school to administer prescribed medication to their child during the school day.

FIELD TRIP MEDICATION ADMINISTRATION (P-01.A6)

This document is for Designated Person to use while on extracurricular activities/school field trips to maintain safe and efficient medication administration to students.

MEDICATION MANAGEMENT CHECKLIST (P-01.A7)

This document is used as a list for the Designated Person to ensure a safe and sanitary environment for the administration of medication.