



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

**POLICY ON THE DISTRIBUTION OF MEDICATION
IN SCHOOLS**

(Adopted April 17, 2015)

This policy covers all CQSB students that require supervision when taking medication. The policy on distribution of medication ensures that medication is kept in a safe manner and that a designated adult is present when a child takes prescribed medication. It also ensures communication between home and school for the period the student has to take prescribed medication.

Note: The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.

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1. Distribution of medication in schools

- Unreserved activity, which may be exercised since it is deregulated.
- Distributing medication in school remains an exceptional measure. When possible, parents should request a prescribed medication in doses of 8, 12 or 24 hours so that it can be taken by the child at home.
- The family or nurse must ensure that the child is capable of safely taking the medication on his own.

2. Guidelines

The person who distributes a prescribed or non-prescribed medication must have the written consent of the parent or legal guardian (Appendix 1), available at the school secretariat.

Parents must hand deliver the medication to a member of staff* at school. The container in which the medication is deposited must be identified with a label from the pharmacy, so that special instructions are clearly identified.

- The label must include the name of the student, the doctor (*if it is a prescription*), the name of the medication, its expiry date, the dosage (regular or as needed) and the duration of the treatment;
- The medication should be ready to be taken, for example:
 - If your child must take ½ of a tablet, you must provide the tablet cut in half
 - If your child must take one or many pills, you must provide a prepared pill organizer
 - For a liquid antibiotic, a graduated container must be provided for the preparation for doses of 10 ml or more. A 10 ml syringe is to be provided for the preparation of doses of 10 ml or less. In both cases, the dosage should be indicated by a clearly-visible line on the container provided
- The family has the responsibility to provide the necessary support for the child (watch with an alarm, reminder, etc.);
- The student must be autonomous to take the medication that the school staff distributes to him;
- The medication must be taken in front of a member of staff;
- By law, the distribution of prescribed medication does not have to be recorded in a register. However, to keep track of interventions and prevent errors, the distribution of medication should be recorded. To do this, you may use the sheet “Registry: Distributing Prescribed Medication” in Appendix 2;
- The medication must be kept in a safe place out of reach of children;
- Parents should explain to staff the possible side effects of the medication;
- The child must have first taken the medication at least once at home.

**School staff may include daycare personnel, teacher, office staff, administrator, special education technician. The time of the day when the medication is to be distributed would determine which member of staff will distribute the medication.*



3. Guidelines to be followed for at- risk situations

- Asthma (Inhaler Ventolin^{MD})
- Cystic Fibrosis (Capsule Cotazym^{MD})
The prescribed medications mentioned above can be taken by the child by himself at school. They are not affected by the procedure as the child cares for himself. No formal action is required
- Severe anaphylactic allergy with epinephrine prescription (EpiPen, Twinject^{MD}, Allerject^{MD}): refer to the Protocol on administering epinephrine to a victim of a severe allergic anaphylactic reaction at school
- Allergies with prescribed antihistamines only (Ex. Bénadryl^{MD}): refer to the Policy on the distribution of medication in schools
 - A person who distributes an antihistamine should remain vigilant and monitor the risk of a severe allergic reaction;
 - A person who distributes an antihistamine must notify the parent of the child immediately after.

This document was adapted from the *Politique sur la distribution de médicaments dans les milieux scolaires* prepared by a team of the CSSS de Québec-Nord with the collaboration of Ms. Ariane Couture, Clinical Advisor in Nursing, Nursing Department, CSSS de la Vieille-Capitale.



Appendix 1 – Authorization to distribute medication

DISTRIBUTING MEDICATION IN SCHOOL IS AN EXCEPTIONAL MEASURE

School staff can distribute medication to your child conditional on the signing and reception of this form.

The information listed by the pharmacist on the identification label of the medication is proof of the authenticity of the prescription. A copy of this label must be provided with the pill dispenser or container received from the pharmacist with the dosage clearly marked and identified in the child's name.

The label must include the child's name, doctor's name, and name of the medication, expiry date, dosage and duration of treatment.

In the case of regular medication, provide the medication in the form of a pill organizer (if necessary, ask the pharmacist to prepare the pillbox). Medication supplied in a container is not considered ready to be administered.

If your child needs a medication linked to a severe allergy, please refer to the appropriate forms available at the school.

AUTHORIZATION TO DISTRIBUTE MEDICATION (Please print)

Surname: _____ First Name : _____ Class : _____

From : _____ To : _____ Year : _____

Name of the medication: _____

Dosage (dose and frequency) : _____
(if needed, see pharmacist label)

When to distribute (ex. : at meal time, hour, if necessary), specify exactly when to distribute:

(At daycare on pedagogical days - Distribute: Yes _____ No _____)

Distribution by : Inhalation : _____ Oral : _____ Skin : _____

Does the medication need to be refrigerated? Yes _____ No _____

Expected significant side effects : _____

I authorize a member of the school staff to distribute the above named medication to my child in the indicated dosage

Signature of parent or legal guardian : _____

Telephone of parent or legal guardian : _____

Tel. in case of emergency : _____ Relationship to child : _____ Date : _____

Inform the school of any changes and any renewal of the prescription.

The Policy on distributing medication in schools is available at the secretariat of the school and can be obtained from the person responsible for daycare.



