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**REGULATION: Administration of Prescription Medication - Student**

REFERENCE NO: R-AD-17

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The purpose of this regulation is to ensure that students requiring consistent prescription medication receive it in a controlled, supervised process.

1. The principal of each school shall assign staff responsible for the administration of consistent prescription medication in the school.
2. Parents/guardians are to complete the following form and bring to the school along with the prescription medication.
3. This [Request and Authorization for the Administration of Prescription Medication at School](#) form will be stored in the student's Ontario School Record.
4. Medication must be prescribed by a physician. Medical doctors and dentists (MD) and Nurse Practitioners (RN (EC) or NP) are the only Regulated Health Professionals that are able to prescribe medications according to the College of Physicians and surgeons.
5. Medication must indicate dosage and time. "As needed" medication (PRN – pro re nata) will not be accepted (with the exception of Epinephrine Auto Injector (e.g. Epi-Pen) and Inhaler, as determined by law).
6. Medication will be administered in a manner which allows for sensitivity and privacy and which encourages the student to take as much responsibility for his/her own medication as is appropriate and desirable.
7. If the student shows any side effect from the medication e.g. nausea, the school will notify the parent/guardian and/or call 911. Re-administration of that medication will not be attempted without specific direction from the physician.
8. Any medication kept in the school should be returned to the parent/guardian at the end of the school year. If it is not picked up by the parent/guardian with sufficient notice, the unused/expired medication should be returned to the pharmacy by the principal or designate. A pharmacy receipt is to be obtained and stapled to the student's Request and Authorization for the Administration of Prescription Medication of School. The request/authorization to administer medication is valid until the prescription expires or is altered by the physician, whichever comes first.
10. The school personnel will not administer prescription drugs without the consent of the physician to students at any time.
11. Any cost associated with the preparation of a medical request are the sole responsibility of the parent/guardian.

**Appendices:**

- Appendix 1 – Request and Authorization for the Administration of Prescription Medication at School