



If your child needs medicine during the school day

If you require school staff to administer or witness the administration of a medication to your child throughout the school day, it must be prescribed by a health care professional. Even over the counter medication like Tylenol must be prescribed by your child's health care provider in order for school staff to be able to give it to them.

Before school staff can give a medication to your child, the Authorization and Directions for Medication Administration Form and the Administration of Medication record must be completed in full. You can get these forms from your child's principal. It must be completed each school year and updated when any medicine changes.

The medicine must be supplied to the school in the original container that was given to you by the pharmacy. The container must be labelled with your child's name, the name of the medicine, the amount to be given, the time/schedule the medicine is to be given and how the medicine is to be given (such as swallowing by mouth or inhaling the medicine). A pill that is stored in a pill bottle or a bubble package is good. A pill stored in a "Ziploc" bag or Tupperware container is not acceptable. Pharmacy's can also divide medications into containers for home and school.

The medicine will be stored in a safe location in the school. Staff will record the time and date that each dose was given.

It is your responsibility to ensure the school has enough medicine supply in order to give it to your child as scheduled. If the correct dose is not available, the principal will call you and it is your responsibility to immediately transport the dose to the school. If it is determined by school staff that it is not safe for your child to be in school without the medicine, you must arrange for your child's return home for the remainder of the school day.

If you have any questions about the administration of medication to your child during school, please ask your child's principal.



These containers are appropriate.



This container is not appropriate