Newfoundland & Labrador English School District

## 301 – A Administration of Medications

**(Section 1 - for Completion by Parent/Guardian; Section 2 - for Completion by Physician)**

**Section 1**
**For Completion by Parent/Guardian**

Student Name: _____ D.O.B:_____
**PLEASE PRINT** **M** **D** **Y**

Address:

_____

_____

Parent/Guardian Name: _____

Home Telephone #: _____ Cell #: _____

Emergency Contact(s): _____
**PLEASE PRINT**

Home Telephone #: _____ Cell #: _____

School: _____

School Year: _____

Grade/Level: _____ Room/Class: _____ Teacher: _____

MCP Number: _____

**Medication and Treatment (emergency and non-emergency):**
I request and authorize the Newfoundland and Labrador English School District (the "District") to administer the prescribed medication and or emergency medication, or the treatment as described below to the above named student. I release the District and any staff member from any legal liability that may result from the administration of such medication or treatment. I also agree to indemnify the District against claims at any time made by the student or by any other party arising out of the administration to the above-named student of such medication or treatment.

I further acknowledge that school staff members administering the medication or treatment are not medically trained personnel.

**PARENT/GUARDIAN PERMISSION**:

_____ Date: _____

**Signature of Parent/Guardian** **M** **D** **Y**

Collection of the personal information requested on this form is under the authority of the **Schools Act, 1997** and its use will be for the general purpose of administering educational programming and support services. Treatment of this information will be in accordance with the privacy protection provisions of the **Access to Information and Protection of Privacy Act**. For additional information on the collection and use of this information, contact the school principal or the ATIPP Coordinator: ATIPP@nlesd.ca or (709) 758-4036.

**Section 2**
**For Completion by Physician**

1. Does the above-named student require this medication/procedure administered/performed during school hours in order to attend school? ☐ YES ☐ NO If yes please describe below:

_____

_____

**TYPE OF IN-SCHOOL INTERVENTION NECESSARY:** Administration of

Required medication? ☐ YES ☐ NO

Emergency medication? ☐ YES ☐ NO

**2. Medication(s) Required (Non-Emergency)**

| Non- Emergency Medication | Dose and Frequency | Time and method | Purpose of Medication |
|---|---|---|---|
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**3. Medication(s) Required (Emergency)**

| Emergency Medication | Dose and Frequency | Time and method | Purpose of Medication |
|---|---|---|---|
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4. Possible reactions to medication(s)/treatment (symptoms, side effects) and remedial action to medication:

_____

_____

5. Type of storage and safekeeping/storage required for medication:

_____

_____

6. Will it be detrimental to the student's health if a single dose/treatment is omitted?

☐ YES ☐ NO If yes what is the recommended course of action?

_____

_____

7. Does administration of this medication require medical training or certification?

☐ YES ☐ NO If yes please provide details:

_____

_____

8. The above-named student is capable of:

☐ Self-administering* their own medication without supervision by a District staff member.

☐ Keeping their own medication in their possession for this purpose.

***If student is to self-administer, a parent/guardian will need to complete Form 301-D Student Self-Administration of Medication.**

COMMENTS:_____

_____

_____ _____

**Name of attending physician (Please Print)** **Phone number(s)**

_____ **DATE:** _____

**Signature of attending physician** **M D Y**

**FOR SCHOOL USE ONLY**

☐ Form A (Administration of Medications) has been received.

☐ Form D (Student Self-Administration of Medication) has been received, if applicable.

☐ EECD forms for Anaphylaxis Management have been completed, if applicable.

☐ EECD forms for Diabetes Management have been completed, if applicable.

The request is hereby granted and medication will be administered to

_____

in accordance with the information provided.

Principal's Name: _____

Principal's Signature: _____

Date: _____

**Note: The original copies of Forms A, D, and EECD Forms are to be maintained in the student's Confidential File.**

Newfoundland & Labrador English School District

**301 – B** **Daily Record of Medication Administration**

(This Form should be stored in the same location as the student's medication)

Student Name: _____ Parent/Guardian Name(s): _____

Home Address: _____ Home Tel.#: _____ Work Tel.#(s): _____

Attending Physician: _____ Telephone #'s: _____

Physician's Address: _____ Medication(s): _____

| Date | Amount/ Dose of Medication | Method of Administration | Time Given | Staff Signature | Witness | Comments/Observations |
|---|---|---|---|---|---|---|
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Newfoundland & Labrador English School District

**301- C:** **School year:** _____

**School Medications and Procedures: School Office Record** (Filed in the School's Main Office)

**School**: _____ **Grade Level**: _____ **Teacher:** _____

| Student's Name | Physician's Name & Phone Number | Medication (Qty. in Storage) | Reason for Medication | Dosage | Time(s) Medication to be given | Parent/Guardian | Business/Home Telephone | Emergency Contact #s |
|---|---|---|---|---|---|---|---|---|
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Newfoundland & Labrador English School District

**301-D Student Self-Administration – Administration of Medication Consent and Release Form**
**(To be completed by Parent/Guardian)**

Student Name:_____ D.O.B:_____
**Please Print** **M D Y**

Address:

_____

_____

Parent/Guardian Name: _____
**Please Print**

Home Telephone #: _____ Cell #: _____

Emergency Contact(s): _____
**Please Print**

Home Telephone #: _____ Cell #: _____

School: _____

School Year: _____

Grade/Level: _____ Room/Class: _____ Teacher: _____

**Prescribed Medication*:**

I consent to the above-named student administering their own medication as described in Form 301-A Administration of Medications. I release the Newfoundland and Labrador English School District (the "District") and any staff member from any legal liability with respect to the self-administration of medications by the above-named student. I also agree to indemnify the District against claims at any time made by the student or by any other party arising out of the self-administration of medications by the above-named student.

I have discussed the importance of the responsible security and handling of this medication with the student.

_____ Date: _____
**Signature of Parent/Guardian** **M D Y**

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**FOR SCHOOL USE ONLY**

☐ Form A (Administration of Medications) has been received.

☐ EECD forms for Anaphylaxis Management have been completed, if applicable.

☐ EECD forms for Diabetes Management have been completed, if applicable.

The request is hereby granted and is approved to self-administer medications as described in Form 301-A Administration of Medications.

Teacher(s) Notified re Self-Administration: ☐ YES ☐ NO

Date Notified: _____

Principal's Name: _____

Principal's Signature: _____

Date: _____

**Note:** **The original copies of Forms A, D, and EECD Forms are to be maintained in the student's Confidential File.**