



Windsor-Essex Catholic District School Board

Explanatory Letter Regarding the Administration of Medication

Dear Parent(s) or Guardian(s):

The Windsor-Essex Catholic District School Board has adopted a comprehensive policy for the administration of medication. The purpose of this policy is to ensure that prescription drugs are administered correctly to those pupils who, as a result of proper physician and parental authorization, are deemed to require such medication.

The school will not administer non-prescription drugs to pupils at any time.

The school will administer prescribed medication provided all requirements of the policy are met. This policy includes, in part, a requirement that the medication be administered from the original container as supplied by the pharmacist, which shall include:

- 1 The child's name
- 2 The name of the drug
- 3 The date of purchase
- 4 Instructions for storage and administration
- 5 Prescribing physician's name

In addition, written authorization from the parent (***for Short Term Illness***) and physician (***for Long Term Illness***) should include:

- 1 Name of medication
- 2 Dosage
- 3 Frequency and method of administration
- 4 Dates for which the authorization applies—the form is valid until the prescription expires or is altered by the physician, whichever comes first. It is the responsibility of the parent/guardian/student to ensure that a new form is completed when required and returned to the school. Any cost associated with the completion of this medical request is the sole responsibility of the parent/guardian.
- 5 Possible side effects, if any.
- 6 **Request for administration of the Epi-Pen®/Epi-Pen Jr.®/Twinject® must be made in accordance with Board Policy ST:11A Anaphylaxis.**

Finally, the Board and its employees assume no liability as a result of the implementation of this practice.

Parents or guardians should call their school Principal if they have any questions regarding this policy.