

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
ADMINISTERING MEDICATION TO STUDENTS	JLCD

I. POLICY

The Louis Riel School Division (Division) recognizes that many students attending schools require medication for various reasons. Parents and guardians are encouraged to be fully responsible for the administration of medication for their child and to make arrangements with their physician to have medication administered outside of school hours whenever possible. In rare cases and in extenuating circumstances, the school may be authorized to administer medication, subject to the **GUIDELINES** and **PROCEDURES** below.

II. GUIDELINES

- A. The Division strives to provide inclusive learning environments where every individual feels accepted, valued, and safe ([Standards for Appropriate Educational Programming in Manitoba](#), Manitoba Education & Early Childhood Learning, 2022). To that end and in compliance with its statutory duty under Section 41(1)(a) of The Public Schools Act, the Division shall provide adequate school accommodation for the resident persons who have the right to attend school.
- B. Where student-specific planning is required due to medical needs, School Principals will plan collaboratively with parents/guardians and the Winnipeg Regional Health Authority.
- C. Recordkeeping, information sharing, and related administrative procedures shall comply with [The Personal Health Information Act](#), [The Freedom of Information and Protection of Privacy Act](#), [The Protecting and Supporting Children \(Information Sharing\) Act](#), [Manitoba Pupil File Guidelines](#), and [Policy JRA – Pupil Files/Student Records](#).

III. PROCEDURES

- A. The Superintendent of Schools (or designate) will develop, implement and regularly review the [Administration of Medication to Students Administrative Protocol](#) in accordance with current guidance from the Province of Manitoba’s [Unified Referral and Intake System](#) (URIS).
- B. To ensure the safety and protection of students, staff, and parents/guardians, all trained school division personnel who are assigned to administer medication to students within the Division must follow all procedures outlined in the [Administration of Medication to Students Administrative Protocol](#).

Adopted:	June 17, 2003	Legal References: The Public Schools Act , Section 41(1)(a); The Personal Health Information Act (Manitoba) and other legislation cited
Revised:	February 5, 2019; March 21, 2023; September 3, 2024	

- C. In order for medication to be administered in school, the parent/guardian must comply with the conditions outlined in the [Administration of Medication to Students Administrative Protocol](#). If these conditions are not met by parents/guardians, the school division may not be in the position to help the student in the event of medical needs/emergencies. Should such a situation arise, the School Principal shall document the circumstances via a letter to parents/guardians with copy placed in the student cumulative file.
- D. Medication that may be required urgently shall always be carried on the person of the student requiring the medication or the staff responsible for administering the medication and shall not be stored in a locked location. Where a question arises regarding the urgency of medication or the capability of a student, a registered nurse, as provided by URIS, in consultation with parent/guardian, physician, and school personnel shall develop an appropriate plan.

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