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FACT – INFORMATION SHEET

Administration of Medications

School Secretaries and Educational Assistants may be assigned the responsibility of dispensing medications.

It is important that all staff read and are aware of Trillium Lakelands District School Board's Procedure "Authorization For Storage and Administration of Prescribed Medication." and familiarize yourself with the protocol in your worksite for the administration of medication.

DO NOT administer, any medication, prescribed or non-prescribed (e.g.: Tylenol, Aspirin, Gravol) without ensuring all of the appropriate documentation has been provided and completed per the Board Procedure. (See the Procedure – Forms "Part A and Part B").

Inform your Principal/Supervisor immediately should any pills/cough syrups, etc. be forwarded with a student for administration with snacks/lunch, or if you are asked by a student and/or a parent to provide "non prescribed medication" to a student (e.g. Tylenol, Aspirin, Gravol, etc.).

Should you require further information/clarification please do not hesitate to contact the CUPE 997 office.

Reference:

Trillium Lakelands District School Board – Policies/Procedures - School Operations

"Authorization For Storage and Administration of Prescribed Medication"
- Board Procedure OP-6601 – Review Date: 2018

January 2015