

## FLOW CHART FOR ADMINISTERING PRESCRIBED MEDICATION

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Policy JLCD-E1 - Authorization for the Administration of Prescribed Medication completed by Parents/Legal Guardians in consultation with Physician

Parent brings completed Policy JLCD-E1 and medication in pharmacy labeled vial to school.

Principal or designate completes back of Administration of Prescribed Medication and assigns duties

JLCD-E1 – Authorization for the Administration of Prescribed Medication and JLCD-E2 – Administration of Prescribed Medication Record will be placed in a school medical book for the current school year.

Medication administered as per policy ensuring correct medication, correct dose, correct person, correct time, correct route and recorded on JLCD-E1 –

Administration of Prescribed Medication

Principal reminds parents in June to pick up medication at end of school year

Parent takes medication home

Principal files Health Information forms in pupil file and shreds copies by June 30th

All unclaimed medication disposed of by school by returning to a pharmacy by June 30th

Review Date:

Effective Date: December 7, 2004

Amended Date: April 17, 2018; February 21, 2023

Board Motion(s): 635/04; 94/18; 36/23

JLCD-E1-Authorization for the Administration of Prescribed

Legal/Cross Reference: Medication to Students; JLCD-E2 – Administration of Prescribed

Medication Record