



## Administering Medications to Students - Procedure

The procedure for dispensing medication is as follows:

- All student medication will be recorded and signed into the medication book by a Youth Care Leader when the student arrives on campus.
- All student medications which have been prescribed by a Doctor will be received from the pharmacy and recorded in the medication book.
- Students parents/guardians, will be notified when a prescription has been prescribed for the student, and why they have been prescribed this medication. Parents will verbally acknowledge they have been contacted, and information will be recorded in the medication book. ( parents will not be notified if the medication has simply been refilled)
- Students' parent/guardians, whom have signed the waiver, will be administered medication following the prescribed dosage.
- Students will be given the appropriate amount of medication to take with them on an overnight or weekend sign out in an approved travel bottle, with a pharmacy identification tag on it. SEC will not administer medication that a student brings back from a sign-out, as the medication can't be verified for safety reasons. It will be kept and destroyed as per regulations.
- Ensure that all medication is in a locked cabinet for safety of staff and students, and that only those who are trained in the "standard for administering medication" handle dispensing of medication to students.
- Ensure that all proper recording of medication is in line with the policy and procedures for administering medication. G.1.J. forms 1/2/3

Students are not permitted to have any medications stored in their rooms for safety. Another student may come into contact with their medication resulting in misuse, as well, it is the responsibility of SEC to ensure the safety of the student and administer medication for the health and well-being of students in SEC care.

Adoption Date:	Revision Date:
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