



Halifax Regional  
School Board

Every Student Can Learn.  
Every School Will Improve.

## If your child needs medicine during the school day

If you require school staff to administer a medication to your child throughout the school day, it must be prescribed by a health care professional. Even over-the-counter medications like Tylenol® must be prescribed by your child's health care provider in order for school staff to be able to give it to them.

Before school staff can give a medication to your child, *Form A* from the *Administration of Medication to Students Policy*, must be completed in full. You can get this form from your child's principal. It must be completed each school year and updated when any medicine changes.

The medicine must be supplied to the school in the original container that was given to you by the pharmacy. The container must be labelled with your child's name, the name of the medicine, the amount to be given, the time/schedule the medicine is to be given and how the medicine is to be given (such as swallowing by mouth or inhaling the medicine). A pill that is stored in a pill bottle or a bubble package

is good. A pill stored in a Ziploc® bag or Tupperware container is not acceptable. You should talk to your child's principal if you have any questions about what is an appropriate container.

The medicine will be stored in a safe location in the school designated by the school principal. Staff will record the time and date that each dose was given.

It is your responsibility to ensure the school has enough medicine supply in order to give it to your child as scheduled. If the correct dose is not available, the principal will call you and it is your responsibility to immediately transport the dose to the school. If it is determined by school staff that it is not safe for your child to be in school without the medicine, you must arrange for your child's return home for the remainder of the school day.

If you have any questions about the administration of medication to your child during school, please ask your child's principal.

These containers are not appropriate.



These containers are appropriate.

