

YORK REGION DISTRICT SCHOOL BOARD  
**SELF ADMINISTRATION OF MEDICATION**

It is the responsibility of parents/guardians to administer medication to their children. Treatment regimens should, where possible, be adjusted to avoid administration of medication during school hours. When this is not possible, parents may request assistance of school personnel through the principal. Pupils should be encouraged to accept the maximum responsibility for the self-administration of medication. (Policy 662.0, Part A (2)).

**PLEASE TYPE OR PRINT INFORMATION**

**ADVISEMENT OF ADMINISTRATION OF MEDICATION**

Pupil \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Telephone – Home: \_\_\_\_\_ Bus. \_\_\_\_\_  
Bus. \_\_\_\_\_

Address \_\_\_\_\_

School \_\_\_\_\_ Teacher \_\_\_\_\_

Physician: \_\_\_\_\_ Telephone: \_\_\_\_\_

Storage and location of spare medication and other supplies if applicable:

\_\_\_\_\_  
\_\_\_\_\_  
—

Disposal of unused medication and medical supplies if applicable (supply and disposal of unused medication and/or medical supplies are facilitated by the family):

\_\_\_\_\_  
\_\_\_\_\_  
—

---

**A. PARENT/GUARDIAN AUTHORIZATION**

1. Name of Medication \_\_\_\_\_
2. Storage Cautions, if any \_\_\_\_\_
3. Dosage and Time to be Given During School Hours \_\_\_\_\_
4. Duration of Medication Regime \_\_\_\_\_
5. Cautions or Notable Side Effects \_\_\_\_\_

I/We are the parents/guardians of \_\_\_\_\_.

Name of Pupil

I/We hereby request that the above medication shall be self-administered to my/our child in accordance with the procedure outlined above.

It is acknowledged that the York Region District School Board, its agents or employees shall not be responsible for the administration of such medication.

The York Region District School Board assumes no liability unless caused by willful negligence or misconduct of the Board or its employees.

I/We hereby acknowledge that I/we have read and fully understand the terms set out herein.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: This request will terminate on June 30 of each school year. A new form must be completed for any change in the above instructions.

The York Region District School Board employees are expected to support the student's daily or routine management, and respond to medical incidents and medical emergencies that occur during school, as outlined in board policies and procedures. Parent(s)/guardians and students acknowledge that the employees of the York Region District School Board, who may administer the related procedures/medications, are not medically trained.

At all times it remains the responsibility of the parent(s)/guardians to ensure that clear instructions and current physician's orders relating to the use of the medication are provided to the principal. Parent(s)/guardians and their children are fully responsible for ensuring that the medication is taken as required. I have been advised that neither the York Region District School Board, its employees or agents, accept responsibility for any loss, damage or injury to my child or his/her family arising out of the administration of medication describe above.

I/We hereby acknowledge that I/we have read and fully understand the terms set out herein.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: This request will terminate on June 30 of each school year. A new form must be completed for any change in the above instructions.

-----  
**B. APPROVAL OF PRINCIPAL**

Signature \_\_\_\_\_ Date \_\_\_\_\_

-----  
Authorization for the collection of this information is in accordance with the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, and the *Personal Health Information Protection Act*, as amended and applicable. The purpose is to assist with the meeting the health needs of the student. Users of this information include but are not limited to principals, teachers, support staff, volunteers, and bus drivers. This form will be kept for a minimum period of one calendar year. Contact person concerning this collection is the school principal.