**POLICY 704 – Health Support Services**

This policy defines standards and procedures required for the provision of health support services to students while they are the responsibility of the public education system.

Main points for **Parents**:

* Parents requesting school personnel to administer medication or supervise the child’s self-administering of medication **must inform in writing.**

This must include:

* An explanation of the student’s condition;
* The care requested (i.e. administering, assisting, supervising, or reminding only);
* Instructions that clearly indicate:

1) The name of the medication

2) Dosage, timing/frequency (when or how often). Ex: Please give 1

teaspoon cough syrup at 11:30, or remind child to use inhalant

pump around 2:00). If no time is indicated, specify how the school

will know when to administer the medication.

3) Method of administration (Ex: To be taken with food or to be

taken on an empty stomach.)

and 4) For prescription medications: the doctor’s name and phone

number, and any significant side effects of which school personnel

should be aware.

* Parents must provide a sufficient supply of medication in its **original container**, identified with the student’s name.
* Parents must inform the school whenever their child is bringing medication (prescription and over-the-counter) to school.

To read this policy in its entirety, follow this link:

<http://www.gnb.ca/0000/policies.asp>