

## Administrative Procedure 315

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### STUDENT HEALTH SERVICES

#### Background

In order for some students to maintain their physical and/or emotional well being in the school setting, it may be necessary for them to receive medication and/or medical treatment during the course of the school day. Medical treatment of students by Division staff is a sensitive issue and must be governed by Division policy and procedures to ensure consistency as well as to protect the rights of students and staff. The Division recognizes that the final responsibility for administering medication or medical treatment to students not sufficiently mature or reliable to care for their own needs rest with the students' parents. This includes informing the school of any pre-existing medical condition and working closely with the school to address such a condition.

The Division recognizes that, while it is not the mandate of schools, one or more school staff may be requested to administer medication or medical treatment. The primary responsibility for training staff shall rest with the parents of the student with the medical condition. The attending health care professional must be involved in the event that a student requires a medical treatment.

The Division further believes that medical treatment of students, including the administration of medication, is to be limited to that which can be provided when the resources are available in the school. These include the staff members who have received explicit instructions from the attending physician and/or the parents of the child with the medical condition.

Notwithstanding the above, the Division believes that students with life-threatening allergy reactions are to be dealt with as extraordinary and special circumstances in accordance with this procedure.

The Division delegates responsibility to the principal to provide for the administration of medication and/or treatment provided the Request for Administration of Medication/ Medical Treatment form is on file and that the request is in accordance with this procedure.

Notwithstanding the above, the Division reserves the right to reject requests for the administration of medication/treatment to students.

#### Procedures

##### General

1. Safe, limited access storage for all medications/medical supplies will be established. When emergency intervention for extreme allergies, asthma, diabetes, etc. suggests that the students carry medication on their person, the principal must provide for the safety of all students by ensuring that medications are handled safely and that all staff are aware of emergency procedures.

2. The principal will determine who, among the staff, on a regular basis and substitute basis, will be trained and responsible for administering the medication/treatment. The assignment must respect employee contracts. Notwithstanding the above, all school staff working with students requiring medication are to be briefed as to the possible side effects which could affect the student's classroom performance or physical well-being and emergency procedures to be followed when necessary.
3. Principals shall request that parents complete the Request for Administration of Medication/Medical Treatment form (Form 315-1) for all students requiring medication administration or medical treatment carried out by school staff. If parents refuse to sign the Release Form part of the Request for Administration of Medication/Medical Treatment form, a notation shall be made on the form. The parents shall be notified in writing that the personnel employed by the Division who are rendering this medical treatment and who may be required to render first aid, are not medical practitioners.
4. At the beginning of each school year, the parental request for support to the student's medical treatment must be renewed by the parent and/or health practitioner to ensure compliance with these procedures. At the end of the school year, parents are expected to pick up all unused student medication/medical supplies. The school will dispose of any medication/supplies not claimed by the parent.
5. The level of service provided by Division staff for students requiring routine medical attention will be determined by application of the following criteria.
  - 5.1 The attending physician and/or parents shall indicate upon the enrolment of the student and thereafter as dictated by individual needs, in writing that:
    - 5.1.1 The service required is of such a simplistic nature that a lay person (teacher, teacher assistant, secretary) could successfully perform the function;
    - 5.1.2 The service has to be performed during regular school hours and/or approved school activities;
    - 5.1.3 The service is critical to the well being and functioning of the student;
    - 5.1.4 No other reasonable alternative is available (i.e. through a community agency).
  - 5.2 The principal deems whether or not appropriate resources are available and that the services will not be disruptive to the educational program.

#### Administering Prescription Medication

6. Requests for the administration of medication at school will be made in writing to the principal using the Request for Administration of Medication/Medical Treatment form (Form 315-1). It is preferred that a physician signature be obtained in addition to the parent's signature. Any cost for this service is to be borne by the parents.
7. When the physician's signature is not obtained, it will be the responsibility of the parents to ensure that the information supplied to the school is accurate and current.
8. Whenever possible, a drug information printout from the pharmacist will be attached to each medication request form.

9. If any changes occur, the parents must notify the principal immediately. A new form is to be completed.
10. The Request for Administration of Medication/Medical Treatment form (Form 315-1) must be completed by the parents, and staff informed of appropriate emergency procedures, even when the student is expected to self-administer medication.
11. Staff will not assume any responsibility for assisting with student injections which are of a regular nature (e.g. insulin), however, they may be requested to assist with injections which are of an emergency nature (e.g. severe allergy reaction) provided that:
  - 11.1 The application is preloaded (auto-injection); and
  - 11.2 All other conditions of the regulations on medical treatment are met.
12. All medications must be brought into the school office by the parents in the original container.
13. Single unit doses will ensure that no school personnel will be responsible for measuring medication or cutting pills into parts. Liquid medication must include a dropper or medicine spoon to ensure accurate administration.
14. Routines to ensure the correct, safe administration of medication by a designated person will be developed at each school.
15. Written records will be kept on the Record of Medication/Treatment Administered form (Form 315-3) or Record of Significant Daily Interventions form (Form 315-4) in accordance with Division policy and procedures.

#### Administering Non-Prescription Medication

16. The only non-prescription drugs that may be administered to a student are those supplied by the student's parent.
17. Parental requests for administration of parent-supplied non-prescription drugs such as acetaminophen (e.g. aspirins), cold remedies and inhalants are not to be granted without the written permission of the parents. If written permission is not obtained prior to administration of the initial dose, there must be two staff witnesses for oral or telephone permission. A written record of the permission must be kept and a written record of the administration made on the Record of Significant Daily Interventions form (Form 315-4).

#### Administering Medical Treatment

18. Parents and the physician will submit a written request for students requiring personal care such as tube feeding, suctioning, catheterization, tracheotomy care, blood sugar monitoring, stretching, etc. utilizing the Request for Administration of Medication/Medical Treatment form (Form 315-1).
19. In addition, the person assuming the responsibility for carrying out the procedure must be in-serviced in the presence of the parents by a qualified health professional.

20. A written copy of the procedure will be completed, signed and dated by the parents and the person who conducted the inservice (page 2 and 3 of Request for Administration of Medication/Medical Treatment form).
21. In the temporary absence of the individual(s) who have assumed responsibility for the medical treatments, responsibility for assistance to the child will rest with the parents. The parents will be requested to either come to the school to provide for their child's need or keep the child at home during this period.
22. Written records will be kept using the Record of Medication/Treatment Administered form (Form 315-3) and/or the Record of Significant Daily Interventions form (Form 315-4).

#### Life-Threatening Medical Conditions

23. The principal, through registration procedures and in consultation with parents, shall attempt to identify students who are subject to medical conditions which may be life-threatening and who therefore may require specific medical attention.
24. Having secured advice in such cases, the principal shall attempt to ensure that all who may be involved with the student (e.g. school staff, volunteers, school bus drivers and substitutes) are informed concerning any required emergency procedures.
25. Specific instruction by qualified medical personnel is to be sought for staff members who may be required to apply respiratory equipment or give injections (e.g. use of an Epi-pen\* for students with life-threatening allergies).
26. In the event that a parent does not want the student to carry emergency medications/supplies on the student's person, the principal shall ensure there is a safe, easy and central access to the medication by all staff.
27. In the event that a student has a potentially fatal or debilitating allergic reaction that requires immediate emergency treatment, or displays potentially serious reactions as a result of a known medical condition (e.g. epilepsy, diabetes), the Medical Alert form (Form 315-4) must be completed and signed by the physician and the parents. The form will include:
  - 27.1 Student's name and photo;
  - 27.2 Identification of the substance to which the student is allergic OR type of medical condition;
  - 27.3 Symptoms of the allergic reaction OR medical condition;
  - 27.4 Detailed emergency procedures to be followed in the event of an attack or reaction;
  - 27.5 If medication is to be administered, name of medication, dosage, method of administration, possible side effects, special storage instructions, time frame in which it must be received; and
  - 27.6 The location of emergency medication.
28. The parent must sign the Permission to Post Student Medical Information form (Form 315-5) and the Medical Alert form (Form 315-6) shall be posted in a prominent place accessible to

all staff but which provides a reasonable level of confidentiality for the student (e.g. staffroom bulletin board).

29. Copies of the Request for Administration of Medication/Medical Treatment form (Form 315-1) and the Medical Alert form (Form 315-6) must be available in a file to accompany the student on any off-campus activity. Emergency medications/supplies must also accompany the student on any off-campus activity.

\*Epi-pen: a disposable spring-loaded self-injectable syringe with a concealed needle.

Reference: Section 18, 20, 45, 60, 61, 113, School Act  
Emergency Medical Aid Act  
ATA Provision of Medical Services to Medically Fragile Students