

ADMINISTERING MEDICATIONS AND MEDICAL TREATMENT TO STUDENTS

Background

The Division recognizes that some students may require:

- Essential oral and/or injectable medication on a regular basis.
- Essential oral and/or injectable medication in an emergency situation.
- Essential procedures.

The Division will allow students requiring essential medical or personal treatments during school hours access to that treatment at school.

Definitions

An essential medication is medication prescribed by a physician which cannot be scheduled outside of regular school hours and which is necessary for the student's health or well-being.

An essential procedure is a procedure prescribed for a student by a physician which cannot be scheduled for administration outside of regular school hours and which is necessary for the student's health or well-being. Examples of an essential procedure could include:

- Gastronomy feeds
- Catheterization
- Suctioning
- Response to seizures
- Blood glucose monitoring
- Response to low blood sugar emergencies

Procedures

1. Essential Medications and Procedures
 - 1.1. Parents must request that the school provide necessary prescribed medication or medical procedures during school hours using the "**Administration of Prescribed Medication and/or Medical Procedures**" form (Form 316-1).
 - 1.2. Once the information from the medical doctor is provided, a **Health Services Plan** (Form 316-7) will be developed by the planning team and the documentation will be filed in the student file. Members of the planning team may include parents/guardians, the child (if appropriate), school administration, with supporting recommendations from a health care professional (ie: doctor, occupational therapist, physical therapist, etc.)
 - 1.3. Staff members may decline to administer any medication or procedure without prejudice.
 - 1.4. The Principal is to ensure that:

- 1.4.1 Designated staff are sufficiently trained to carry out the required procedures. Assistance may be sought from parents, the health nurse, or other health professionals.
 - 1.4.2 A secure location is provided for the location of medications.
 - 1.4.3 Medications or procedures are administered in a manner respecting the dignity of the student.
 - 1.4.4 Daily medication and/or procedures records are established and maintained (Forms 316-5 and 316-6)
 - 1.4.5 Medications have dispensing instructions which are clearly indicated/signed on the “**Letter to Doctor Regarding Health Services**” form (Form 316-4)
 - 1.4.6 “**The Employee Consent to Administer Prescription Medication**” Form (Form 316-2) is completed.
- 1.5 Prior to school excursions the teacher is to ensure that:
- 1.5.1 The parent/guardian has been informed of the nature of the excursion, and has consented to the student’s level of involvement in the excursion.
 - 1.5.2 An emergency action plan specific to the excursion has been developed in conjunction with the parents/guardians.

2. Non-Prescribed Medicine

- 2.1 At the beginning of each school year, all parents/guardians are required to sign an appropriate school-based “**Health Information**” form (Form 316-3). It will outline medical conditions and precautions. It is to include direction as to whether non-prescribed medicine may be used from school supplies.
- 2.2 The Principal or designate will be required to read and sign each form upon its return. It is entered in the student file and the information is shared on a need-to-know basis.

Reference: Sections 85, 87, 175, 188, 190 Education Act

Approved: November 26, 2018