Administrative Procedure 305

Students

MEDICATION AND MEDICAL TREATMENT

Background

The onus for administering medication to students rests with the student, their family, or medical practitioner. The Board recognizes that, while it is not the mandate of the school, its staff may be requested to administer medication or medical treatment. Except in the case of accidents and emergencies, no school employee shall administer medication or medical treatment except as provided by this administrative procedure.

Procedures

1. Administration of Medication

If a request is made to administer medication at school to students not sufficiently mature or reliable enough to care for their own needs, the following procedures are to be observed:

1.1. The principal shall require a signed request from the family authorizing the type of medication to be administered, required dosage, and action to be taken in the event of possible hazards or side effects. A doctor's letter verifying the medication, dosage, and regime for taking the medication will be requested of the parent. This authorization needs to be completed annually to ensure the information is accurate. Notification of Medical Condition & Administration of Prescription Medication Form 305-1.

1.2. The principal shall designate a reliable adult who then agrees that they are willing to administer the prescribed medication and to undertake its safekeeping.

1.3. An alternate adult shall be identified and provided written instructions to administer the medication in the regularly designated individual's absence.

1.4. A record of medication instructions and arrangement is to be retained in the school office. It is advisable to keep a record of dispensed medications to prevent overdose errors and to track use of this service.

1.5. Medication shall be kept in a secure location.

1.6. The principal shall be responsible for informing all personnel having direct responsibility for the student, alerting them as to their medical condition and inform them of appropriate emergency procedures as outlined by the attending physician

or attending medical practitioner.

1.7. Families shall be responsible for ensuring that medication (i.e. Epi-Pens) supplied to the school has not exceeded their expiry date.

2. Potentially Fatal or Debilitating Medical Conditions

If a student has potentially fatal or debilitating medical conditions, such as allergic reactions that require immediate administration of medication or emergency procedures (to prevent death or health complication), the following procedures will be followed:

1.1. Student Health Emergency Response Protocol Form 305-2 containing the information will be completed and will include the signature of the parent and physician.

1.2. It is the Principal's responsibility to make reasonable attempts to ensure that:

1.2.1. This information is complete and kept on file in an easily accessible location;

1.2.2. All staff are briefed on the nature of the medical problem, including symptoms and emergency procedures to be used;

1.2.3. The emergency medication is clearly labelled (this means in the original prescription container) and kept in a secure location where the staff members can access it at short notice;

1.2.4. A record shall be kept for each occasion on which medication is dispensed to a student.

2. Emergency Treatment

If a student has a potentially fatal or debilitating allergic reaction that requires immediate emergency treatment or if they display potentially serious physical symptoms because of a known medical condition (i.e., epilepsy, insulin shock, etc.) the following steps shall be taken:

2.1. A staff member who has been briefed on the proper treatment procedures shall administer the treatment or medication in strict accordance with the physician's instructions.

2.2. The person in charge (PIC) will designate someone to call "911" to secure trained medical assistance over the phone while ambulance in on route to the school. The instructions given by the 911 dispatch attendant will be relayed to the PIC.

2.2.1. The person in charge will cooperate with ambulance personnel to

arrange for the student to be transported to a medical facility.

2.2.2. A staff member will accompany the student to the medical facility and stay with them until a family member arrives

2.3. The student's family (s) shall be contacted after the medical personnel have arrived by ambulance and the student is on route to a medical facility. The family will be informed of the facts involved in the situation, and asked to meet their child at the medical facility to which they were transported by ambulance.

2.4. The staff member involved shall complete an Injury Report with details involving injured students, actions taken, and any relevant subsequent developments. If requested, the family may be provided with a copy of the injury report within a reasonable amount of time following the incident.

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