

## **MEDICATION AND MEDICAL TREATMENT**

### **Background**

The onus for administering medication or medical treatment to students rests with the student, parent, 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 parent 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 can be found on the school's website.
- 1.2. The principal shall designate a reliable adult to administer the prescribed medication and to undertake its safekeeping.
- 1.3. An alternate shall be identified and taught 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 to the student's medical condition and the appropriate emergency procedures.
- 1.7. Parents shall be responsible to ensure that medication (i.e. Epi-Pens) supplied to the school have not exceeded their expiry date.

## 2. Potentially Fatal or Debilitating Medical Conditions

In the event that 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 (found on the school website) 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

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 (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 will designate someone to call "911" to secure trained medical assistance and have that person report back to them to confirm the placement of the phone call.
  - 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 until a family member arrives.
- 2.3. The student's parent(s) shall be contacted immediately, informed of the situation, and asked to come to the medical facility.
- 2.4. The staff member involved shall complete an Injury Report (found in PublicSchoolWORKS Student Accident Management Module) with details involving injured students, actions taken, and any relevant subsequent developments.

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