



STUDENT SERVICES 4 – Training Staff to Administer Medication: Students with Medical Conditions

Date: June 30, 2004

Responsible Administrator: Director, Student Services

1.0 RATIONALE

In accordance with Section 45 (8) of the School Act “A board shall ensure that each student enrolled in a school operated by the board is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.”

And whereas, the Board believes that all students, regardless of handicap or medical condition should have a right of admission to educational programs, and,

And whereas, the Board further believes that medical treatment of students, including the administration of medication, should be limited to that which can be provided when the resources are available to the school. This includes teachers and teacher assistants who have received explicit instructions from the attending physician and the parent of the child with the medical condition.

And whereas, the Board believes that parents bear primary responsibility for assisting schools to deal with life threatening allergy reactions. This includes informing a school of any pre-existing reaction and working closely with the school to address such a condition.

And whereas, the Board believes that parents bear primary responsibility for assisting schools to deal with medical conditions in their child. This includes informing a school of any pre-existing medical condition and working closely with a school to address such a condition.

Sturgeon School Division shall offer an annual training course for staff on the administration of medications and the particulars of Policy G/II/15, Students with Medical Conditions.

2.0 PROCESS

The Director, Student Services will be responsible for maintaining this process and ensuring it is followed.

References: *Board Policy: G/II/5*

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3.0 GUIDELINES

- 3.1 The School Division will offer to staff an annual training course in the basics of the administration of medication and the key components of the Board policy on Students with Medical Conditions.
- 3.2 Principals shall ensure:
 - 3.2.1 School staff will become aware of the health, safety and medical needs of those students with whom they interact.
 - 3.2.2 Sufficient numbers of staff members shall be sent to the annual training course.
 - 3.2.3 Key principles:
 - 3.2.3.1 Medication of a non-prescribed nature, except that approved by the Board, shall not be purchased on the accounts of the Board or any of its school or distributed to any student.
 - 3.2.3.2 Before a student is given physician prescribed medication or medical treatment during the school day or during school sponsored extra-curricular or co-curricular activities, the parents, principal, and other designated employees must be prepared to share the responsibilities and roles required for the safe administration of the medication or medical treatment, as outlined in Guidelines 3.4.
 - 3.2.3.3 Exclusively for those instances where the medical condition is confirmed by a physician to be a life threatening condition, the school will devise an emergency response plan for the student(s) involved.
 - 3.2.3.4 The authorization to administer any medication or medical treatment, if granted by the principal, shall be limited to such a period of time as established by the physician.

References: *Board Policy: G/II/5*

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3.3 The parents shall:

- 3.3.1 Inform the principal of their child's need for medication or medical treatment by the school during school hours or extra-curricular activities, and provide a written request to the principal to administer medication and/or carry out other medical procedures.
- 3.3.2 Provide the school with a statement from the child's physician outlining the information as requested by the principal.
- 3.3.3 Provide the school with written notice of any changes in the medication schedule or of any changes to medical procedures required by the physician.
- 3.3.4 Assist the principal, if required, in helping employees and/or other parents and students in developing their understanding of the student's medical condition and how they can promote a healthy environment for the student with the medical condition and other students.

3.4 The principal shall:

- 3.4.1 Obtain a written request from the parent/legal guardian to administer medication and/or carry out other medical procedures.
- 3.4.2 Obtain a statement from the parent/legal guardian signifying that they are aware that:
 - 3.4.2.1 Those persons responsible for administering medication or carrying out medical procedures have no special training or have limited training.
 - 3.4.2.2 As safe an environment as possible will be provided both at school and during the time when the student is being transported, but that the level of supervision is limited by the expertise of the supervisors and the available of supervisory staff.
 - 3.4.2.3 And agreeing to save harmless and indemnify the Board with respect to damage, costs and liability.

References: *Board Policy: G/II/5*

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- 3.4.3 Obtain from the parent/legal guardian a statement from the child's physician outlining:
 - 3.4.3.1 The medication schedule and dosage.
 - 3.4.3.2 The kind of supervision required to administer it.
 - 3.4.3.3 Effects of failure to take medication.
 - 3.4.3.4 Storage instructions (including need for security).
 - 3.4.3.5 The nature of the care required (including equipment required and schedules).
 - 3.4.3.6 Procedures required in the event of an emergency.
 - 3.4.3.7 Training required for caregivers.
 - 3.4.4 Designate one employee responsibility for the administration and, where necessary, the security of medication, ensuring that the employee is provided with the necessary information as outlined in Guidelines 3.3.2 and 3.3.3.
 - 3.4.5 Designate to one or more employees responsibility for medical treatment prescribed by a physician for enrolled students, ensuring that the employees are provided with the necessary information as outlined in Guidelines 3.3.2 and 3.3.3.
 - 3.4.6 Ensure a record of medication administration and medical treatment provided is properly maintained.
 - 3.4.7 Advise the parent/legal guardian of the child receiving treatment, that the parent/legal guardian is responsible for providing a written notice from the physician, of any changes in the medication schedule or of any changes to medical procedures required by the physician.
 - 3.4.8 Upon receiving such notice of change, forward a copy of the letter to the designated employee(s), ensuring a new schedule is prepared. The old schedule is to be retained with the notice of changed appended.
 - 3.4.9 Notify the Chief Deputy Superintendent of the details of each case.
 - 3.4.10 Inform the Health Unit Nurse when considered necessary.

References: *Board Policy: G/II/5*

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- 3.5 The designated employee(s) shall:
 - 3.5.1 Obtain written instructions in the correct means of administering and securing medication and of providing other treatment to students.
 - 3.5.2 Administer medication and provide medical treatment in accordance with the schedule provided by the physician.
 - 3.5.3 Provide such security for the medication as deemed appropriate by the physician and the principal.
 - 3.5.4 Maintain a record of medication administration and medical treatment provided.
 - 3.5.5 In those instances where the student is deemed by the physician to be capable of self-administration of medication:
 - 3.5.5.1 Monitor the student's compliance with the schedule.
 - 3.5.5.2 Provide security for the medication as is deemed appropriate by the physician.
 - 3.5.5.3 Forward to the principal a record of medication administration and medical treatment.
 - 3.5.6 The Chief Deputy Superintendent shall maintain a record for insurance purposes, of all authorizations forwarded by principals.

References: *Board Policy: G/II/5*