


**Administering Essential Medications to Students/Personal Care**

		<b>Adopted: June 28, 2011</b>  <b>Amended: July 10, 2014</b>
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 85, 87, 109, 175, 188, 190</li> </ul>	<b>Internal References:</b> <ul style="list-style-type: none"> <li>• AP 160 Health and Safety of Students and Staff</li> <li>• AP 317 Allergy (Anaphylaxis) Management</li> <li>• Form 316-1 Provision of Medical Procedure Parent/Guardian</li> <li>• Form 316-2 Provision of Non-Prescription Medication Parent/Guardian/Independent Student</li> <li>• Form 316-3 Provision of Prescription Medication Physician</li> <li>• Form 316-4 Daily Medication Record</li> </ul>

**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.

**Definitions**

An essential medication is a physician-prescribed medication that must be scheduled during regular school hours and is necessary for the student’s health or well being.

An essential procedure is a physician-prescribed procedure that must be scheduled for administration to a student during regular school hours and that is necessary for the student’s health or well being. Examples of an essential procedure could include, but are not limited to:

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

**Procedures**

1. The Principal is to ensure that students requiring medication or medical procedures during school hours are identified and appropriate information has been completed and filed by the parent or guardian prior to administering medications or procedures. Non-prescribed medications are not to be administered by staff members unless accompanied by completed Form 316-2 Provision of Non-Prescription Medication Parent/Guardian/Independent Student.
2. The Principal in consultation with the Director or designate and school-based staff are to determine staff members responsible for the administration of the service.

3. Staff members may decline to administer any medication or procedure without prejudice.
4. The Principal is to ensure that:
  - 4.1 Designated staff are sufficiently trained to carry out the required procedures. Assistance may be sought from parents, a public health nurse and other health care professionals.
  - 4.2 A secure and proper location is provided for the location of medications.
  - 4.3 Medications or procedures are administered in a manner respecting the dignity of the student.
  - 4.4 Daily medication and/or medical procedure records are established and maintained.
  - 4.5 Containers of medications have dispensing instructions on the pharmacy-supplied labels.
5. Prior to any educational trip the teacher is to:
  - 5.1 Communicate to the parent/guardian the nature of the educational trip.
  - 5.2 Determine the needs of the child with the parent/guardian.
  - 5.3 Develop, in consultation with the parent/guardian and the Principal, an emergency plan that is specific to the educational trip.
6. Medication in an Emergency Situation
  - 6.1 In response to a parent/guardian's identification of those students who may require emergency attention because of a severe allergic reaction, the Principal is to:
    - 6.1.1 Ensure the parent/guardian provides the school with an appropriate ANAKIT or EPIPEN.
    - 6.1.2 Prepare, in consultation with parent/guardian and physician, a written action plan.
    - 6.1.3 Make school-based employees aware of the identity of the student(s).
    - 6.1.4 Arrange an in-service for all school based employees, together with parent(s) and student(s) regarding the written action plan and the administration of the ANAKIT or EPIPEN.
7. Personal Care
  - 7.1 Some students may require:
    - 7.1.1 Personal care that involves bathroom assistance on a regular basis.
    - 7.1.2 Transferring of the student that requires lifting.
  - 7.2 The Principal is to ensure that students requiring personal care by bathroom assistance or diapering/changing during school hours are identified and appropriate information has been completed.
  - 7.3 Parental/guardian consent to provide such care needs to be obtained and a copy of the approval has been filed in the student's cumulative file (Form 316-1 Provision of Medical Procedure Parent/Guardian).
  - 7.4 The Principal in consultation with the Director or designate and school-based staff are to determine staff members responsible for the administration of the personal care and/or lifting service.
  - 7.5 The Principal is to ensure that:

- 7.5.1 Daily records are established and maintained indicating the time of day when the care/lifting is provided and the staff who provide the care/lifting.
  - 7.5.2 There will be two (2) staff members to provide personal care as outlined by the student's electronic Inclusion and Intervention Plan (eIIP).
  - 7.5.3 The principal will ensure that the parent provides the personal care items necessary (i.e. Diapers).
  - 7.5.4 There will be two (2) staff members to provide lifting if recommended by the physiotherapist.
- 7.6 Prior to any educational trip the teacher is to:
- 7.6.1 Communicate to the parent/guardian the nature of the educational trip,
  - 7.6.2 Determine the needs of the child with the parent/guardian
  - 7.6.3 Develop, in consultation with the parent/guardian and the Principal, an emergency plan that is specific to the educational trip.

## 8. Medic Alert Bracelets

- 8.1 All eligible Division students are encouraged to participate in the No Child Without Program (Medic Alert) that provides free medical bracelets to children four to fourteen (4-14) years old with chronic health issues.