

Administrative Procedure 316

Students

ADMINISTRATION OF MEDICATION OR MEDICAL TREATMENT

BACKGROUND

The onus for administering medication or medical treatment to students rests with the student, parent or medical practitioner.

Both assessing the need for, and correct means of, administering medication or medical treatment is beyond the knowledge and competency of its staff.

The superintendent recognizes that, while it is not the mandate of the school, its staff may be requested to administer medication or medical treatment.

Consequently, the superintendent takes the position that, except in the case of accidents and emergencies, no school employee shall administer any medication or medical treatment except as provided by this administrative procedure.

PROCEDURES

1. Non-Prescription Medication

- 1.1 Non-prescription medication (such as minor analgesics, cough remedies and herbal remedies) shall not be dispensed or administered to any student without the written authorization of the parent in a form similar to that described in section 2 of these procedures.
- 1.2 Parents are responsible to hand deliver non-prescription medication to appropriate school personnel.
- 1.3 Non-prescription medication shall be stored in an appropriate, secure manner.
- 1.4 The principal shall establish additional school policy respecting non-prescription medication on an individual or collective basis.

2. Prescription Medication or Medical Treatment

- 2.1 If a student must receive medication or medical treatment prescribed by a medical practitioner during the school day or during extra-curricular activities, and the parent is unable to be at the school to administer the medication or treatment, the following shall apply:
 - 2.1.1 The parent must request that the school store the medication and provide medical treatment.
 - 2.1.2 The request for the administration of medication or medical treatment must be provided with written instructions including the annual completion of the Administration of Prescription Medication and/or Medical Treatment Form. This form is available on the school's website.
- 2.2 Parents shall ensure the delivery of prescription medication to appropriate school personnel.
- 2.3 The parent shall inform the school of any change in the child's health, medication or treatment and ensure that an ample and fresh supply of the medication is on hand at the school.
- 2.4 If the student is capable of self-administration, the following shall apply:
 - 2.4.1 the provisions of the previous procedures in this section shall be followed;

- 2.4.2 the parent must complete an authorization and the procedure for student self-administration, e.g. insulin dispensers, asthma inhalers, etc... must be completed; and
 - 2.4.3 except in the case of emergencies, the student shall self-administer the medication under the supervision of an adult.
 - 2.5 Except in the case of emergencies, no employee shall administer any medication or medical treatment unless the previous guidelines in this section have been met.
 - 2.6 Except as provided in section 2.4 above, only the principal or designate will administer the medication and/or medical treatment.
3. Students Requiring Specialized Health Care
- 3.1 Where a student becomes dependent upon sophisticated life support medication or is inordinately vulnerable to severe reaction (including anaphylaxis) or injury, appropriate arrangements with parents will be made to ensure the welfare of the child including:
 - 3.1.1 adherence to the procedures in section 2 above; and
 - 3.1.2 making reasonable provisions which will enable the child to receive special medical treatment as required at the school; or
 - 3.1.3 if reasonable provisions cannot be made, school administration will support the parents in locating an alternative educational setting that provides for the medical requirements for the student.
 - 3.2 In making a determination as to the reasonableness of any special provisions, the superintendent shall consider a number of factors including:
 - 3.2.1 the resources available to the school;
 - 3.2.2 the needs and requirements of the student requiring special medical provisions; and
 - 3.2.3 the needs and requirements of the school population as a whole.
 - 3.3 Refer to AP-319 Severe Allergies for specific policy dealing with students with severe life threatening allergies.
4. Responsibilities and Rights of Staff
- 4.1 Staff members engaged in the administration of medication or medical treatment have the responsibility of endeavouring to provide the same care and concern for the student as could reasonably be expected of a parent under those circumstances.
 - 4.2 Staff members involved in the administration of medication and/or medical treatment shall have the following rights:
 - 4.2.1 to receive a copy of the written instructions provided by the parent and physician;
 - 4.2.2 to clarify the staff members' role in providing medication or treatment with the principal, who may seek further clarification from the parent or physician or instruct the staff member to do so;
 - 4.2.3 to require that the insurance coverage provided by the charter board adequately reflects the medical situation in which the staff member is involved;
 - 4.2.4 to require that a form giving consent to administer medication or medical treatment be signed by the parent;
 - 4.2.5 to receive appropriate training to perform the expected medical responsibilities;

- 4.2.6 to receive a written request from the principal in those situations requiring long term medical care;
- 4.2.7 to protest, in writing, should the staff member not feel competent to fulfill the medical responsibilities; and/or
- 4.2.8 to reject, in writing, a request from administration to administer medication and/or medical treatment to a student.

Legal Reference: *Emergency Medical Aid Act*
Cross Reference: Anaphylaxis: A Handbook for School Boards, Canadian School Boards Association
AP-300 Student Selection
AP-350 Student Discipline
AP-336 Student Health and Safety
AP-319 Severe Allergies
Date of Adoption: February 26, 2001
Date of Revision: March 16, 2009, February 6, 2014
Due for Review: February 6, 2017