PEACE WAPITI PUBLIC SCHOOL DIVISION
Educating Today for Success Tomorrow

POLICY IHCD – Administration of Medical Assistance to Students

The Board takes the health and safety of all PWPSD students seriously.

BACKGROUND

The onus for administering medication or medical treatment to students is on the student, parent, guardian or regulated prescribers. Assessing both the need for, and correct means of, administering medication or medical treatment are beyond the knowledge and competency of staff.

The Division recognizes that while it is not the mandate of the schools, one or more of its staff may be requested to administer medication or medical treatment. The Division consequently believes that, except in the case of accidents and emergencies, the administration of medication or medical treatment is to be limited to that which can be provided by staff who have received explicit instructions from health care professionals and the parent of the student with the medical condition.

When a student who is enrolled in a PWPSD school is formally diagnosed with a life-threatening or serious medical condition, that student must be recognized and staff must minimize the risks associated with the medical condition while at school or participating in school-sponsored events or activities.

PURPOSE:

To set guidelines for providing appropriate medical support to students.

DEFINITIONS:

Anaphylaxis: a severe, potentially life-threatening allergic reaction that can occur rapidly after exposure to an allergen, such as nuts, insect stings, medications, or latex.

Regulated prescribers: any medical practitioner who have been granted the authority, by the statute or regulation of Alberta, to prescribe medication. Examples may include but are not limited to physicians, nurse practitioners, pharmacists, and dentists.

GUIDELINES & PROCEDURES

1) Legal Consent:
   a) Under no circumstances are employees of the Board to give legal consent to medical treatment of students in their charge, i.e. do not sign any form, even if requested by hospital staff.
   b) In the event that medical treatment is refused by a medical practitioner due to a lack of valid consent, the employee shall:
      i) follow the advice of the medical practitioner;
      ii) advise the Principal or designate of the problem;
      iii) refrain from offering consent to medical treatment;
      iv) continue to attempt to contact the parents/guardians/emergency contact and document attempts to reach them (i.e. date and times).

2) Parents of students identified with a life threatening or serious medical condition must advise the Principal at the beginning of each school year or upon school registration and

be requested to provide information on any life-threatening or serious medical condition during the school registration process, using the Policy IHCD Exhibit 1 – Medical Management Plan.

3) The Principal or designate shall maintain a record of all students who have life-threatening or serious medical conditions and have the parents fill out the necessary forms on an annual basis or sooner if the student's medical information changes.

4) Administration of medication to students:

a) Prescription medication:

Use the log in Exhibit 2 to track when prescription medication is administered:

i) if a student must receive medication prescribed by a regulated prescriber during the school day or a school-sponsored activity; and
ii) when the student is incapable of self-administration of the medication; and
iii) when the parents are unable to be at the school to administer the medication; and
iv) when there is a staff member available to competently administer the prescription medication.

b) Non-prescription medication:

In the event that a parent feels a child needs non-prescription medication, which may include but is not limited to, acetaminophen or ibuprofen, and the child is incapable of self-administration, the parent will provide written consent along with the medication. A record will be kept using the Administering Non-Prescription Medication to Students Form (Exhibit 3).

5) It is the Principal's responsibility to make reasonable attempts to ensure that:

a) the Medical Management Plan (Exhibit 1) is shared with appropriate staff on an annual basis. Staff must respect the confidentiality of such information and the student's right to privacy at all times.
b) this information is complete and kept on file in an easily accessible location;
c) staff are completely briefed on the nature of the medical problems including symptoms and emergency procedures to be used;
d) the emergency medication is clearly labeled and kept in a secure location where the Principal, his/her designee, or staff members can access it at short notice;
e) information from the child's registered prescriber is provided to clarify the situation from a medical standpoint;
f) that the Superintendent be provided with copies, if requested, of the completed forms.

6) It is the responsibility of parents to provide the Principal with any equipment or life-saving device(s) that is required in the event of an emergency. Devices may include an EpiPen, medical alert bracelet, rescue medication or blood testing equipment required by the student. The equipment or device must be clearly labeled with the student's name and be readily accessible in the event of an emergency.

a) Parents of a student identified as having an anaphylactic reaction to an allergen shall provide further details on the Anaphylaxis or Severe Allergy Alert Form (Exhibit 4).

b) Parents of a student identified as having a seizure disorder or another life-threatening or serious medical condition shall provide further details on the Medical Management Plan form (Exhibit 1);

c) Parents of a student identified as being **diabetic** shall provide further details on the form available at: https://diabetesatschool.ca/uploads/docs/ICP_ENGLISH_PDF_updated_Feb_2021.pdf

7) Each student identified with a life-threatening or serious medical condition must have a medical management plan developed and implemented on an annual basis. The parent must sign the student's Medical Management Plan (Exhibit 1) or Anaphylaxis or Severe Allergy Alert Form (Exhibit 4) in collaboration with a regulated prescriber.

8) The Medical Management Plan shall include:

a) the student's name;

b) identification of the exact health condition;

c) symptoms of the medical condition and possible negative reactions;

d) emergency procedures to be followed in the event of a reaction or emergency, including when to call 911;

e) name of medication(s) to be administered, dosage, when the medication is to be used and possible side-effects;

f) what to look for when monitoring symptoms, as well as triggers and restrictions; and

g) a list of adaptations or strategies that will assist the student in participating as fully as possible; and

h) the school personnel that have received any necessary training to provide care to the student, as well as the type of training staff have received by the health care professional.

9) Students over the age of fourteen years are, to the greatest extent possible, responsible to manage their own medical needs and be included in the development of the Medical Management Plan (Exhibit 1).

10) The Principal shall ensure that, as required by the student's Medical Management Plan (Exhibit 1), relevant classmates specific to an activity, and staff are aware of each student's medical condition and the procedures to follow in the student's annual Medical Management Plan.

11) The Principal shall ensure that appropriate training is provided annually to staff to effectively respond to life-threatening or emergency situations.

12) Staff who are trained to provide first aid and/or the medical procedure to the student are permitted to do so in the event of an emergency situation. Staff are permitted to administer pre-approved medication or supervise a student who requires medication in response to a known medical condition. Staff are not to administer medication to a student for whom a diagnosis or medical condition is not known without parent permission.

13) Following each life-threatening or serious situation, the principal shall initiate a debriefing session with relevant staff, and, if required, the student and/or parent(s) for the purpose of enhancing the staff's future response to each situation using the Post-Incident Reporting Form, Appendix 1 in the Emergency Response Plan.

14) Each student's Medical Management Plan (Exhibit 1) and/or Anaphylaxis or Severe Allergy Alert Form (Exhibit 4) shall be stored in PWPSD's Digital Student Record.

REFERENCES

Cross References:

Exhibit 1 – Medical Management Plan
Exhibit 2 – Prescription Medication Administration Log
Exhibit 3 – Administering Non-Prescription Medication to Students
Exhibit 4 – Anaphylaxis or Severe Allergy Alert Form
Emergency Response Plan, Appendix 1 – Emergency Response Plan
Policy EBBA – Provision of First Aid
Policy IFCI - Drug and Alcohol Use by Students
www.foodallergycanada.ca
https://diabetesatschool.ca/uploads/docs/ICP_ENGLISH_PDF_updated_Feb_2021.pdf
Medical/Disability Information for Classroom Teachers

Legal Reference:

Education Act Section 53
Emergency Medical Aid Act
Protection of Students with Life-Threatening Allergies Act

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