



STUDENT HEALTH SERVICES

Background

Medical treatment of students by Division staff is a sensitive issue and must be governed by Division procedures to ensure consistency as well as protect the rights of students and staff.

Division employees do not generally possess the expertise required to determine the need for, or the appropriate means of administering medical treatment to students. The Division recognizes that, while it is not the mandate of schools, one or more school staff may be requested to administer medication or medical treatment to students. It may be necessary for some students to receive medication and/or medical treatment during the school day so as to maintain their physical and/or emotional well-being.

The Division further maintains that medical treatment of students, including the administration of medication, is to be limited to that which can be provided when the resources are available in the school. These resources include staff members who have received explicit instructions from the attending physician and/or the parents of the child with the medical condition.

Procedures

1. Doctrine of "In Loco Parentis"

In situations relating to the medical treatment of students, Division employees are subject to the responsibilities and limitations inherent in the common law doctrine of in loco parentis. Specifically, in loco parentis requires that the employee:

- 1.1 Act as would a reasonable and prudent parent in the same circumstances and conditions.
- 1.2 Does not have all of the authority that a parent would have, i.e. employees do not have the authority to provide consent for the medical treatment of a student.
- 1.3 Recognizes the limitations of their ability to provide direct assistance.

2. Scope of Routine Medical Services

The level of service provided by Division staff for students requiring routine medical attention will be determined by application of the following criteria:

- 2.1 The attending physician may indicate upon the enrollment of the student and thereafter as dictated by individual needs, in writing, that:
 - 2.1.1 The service requested is of such a simplistic nature that a lay person, e.g. teacher or educational assistant, could successfully perform the function.



2.1.2 The service has to be performed during regular school hours and/or during approved school activities.

2.1.3 The service is critical to the well-being and functioning of the student.

2.1.4 No other reasonable alternative service is available, e.g. through any community agency.

2.2 The Principal deems that appropriate resources are available and that the services will not be disruptive to the education program.

3. Emergency Assistance

3.1 The Division recognizes that its employees may, from time to time, encounter situations that necessitate taking immediate action supportive of a student's physical well-being.

3.2 Staff members who render assistance to a student who is ill, injured, or unconscious as a result of an accident or emergency will be protected from legal action as outlined in Section 2 of the Emergency Medical Aid Act:

3.2.1 A person other than a medical practitioner voluntarily renders emergency first aid assistance and that assistance is rendered at the immediate scene of the accident or emergency. The physician, registered health discipline member, registered nurse or other person is not liable for damages unless it is established that the injuries or death were caused by gross negligence .

3.3 All employees are protected by the Division's liability insurance when acting within the scope of their approved duties.

4. Monitoring and Administration of Prescription Drugs to Students

4.1 If a student who is incapable of self-administration must receive medication prescribed by a medical practitioner during the school day or during an extracurricular or co-curricular activity, the Principal may agree to provide a monitoring function.

4.2 Where staff members are designated by the Principal to monitor the administration of medication, it is essential that medical directions be obtained and followed explicitly and that adequate records are kept.

4.3 The records shall include:

4.3.1 Student's name.

4.3.2 Name of medication or preparation.



- 4.3.3 Prescription number (if available).
- 4.3.4 Prescribing Physician's name.
- 4.3.5 Prescribed daily dosage and required dosing during school hours.
- 4.3.6 Observed dates and times of consumption.
- 4.3.7 Notes of any related incidents.
- 4.3.8 Reactions.
- 4.3.9 Breaks in routine.
- 4.3.10 Related communication with parents, guardian or physician.
- 4.3.11 Extenuating circumstances.
- 4.3.12 Instructions on the use of an Epi-Pen for students with life threatening allergies.
(Epinephrine: a disposable spring-loaded self-injectable syringe with a concealed needle.)

NOTE: Refer to Form 315-1 as completed for the student.

- 4.4 Principals shall ensure that staff monitoring the administration of any medications are informed in advance concerning possible reactions that may occur and the appropriate procedures to follow. Parents/guardians are to be consulted as necessary.
 - 4.5 All medications administered or observed in accordance with this Administrative Procedure must be provided or produced in the original packaging, with the original label as provided by the pharmacy or other dispensary.
 - 4.6 The Division reserves the right to request information relevant to the administration of the medication from the prescribing or advising physician or medical practitioner, including confirmation that dosing during the school day is required.
 - 4.7 For the purposes of this Administrative Procedure, a medication prescribed by a medical professional as contemplated by Section 4.1 also includes medication authorized by a medical document, as contemplated by the Access to Cannabis for Medical Purposes Regulation.
5. Life-Threatening Medical Conditions
- 5.1 The Principal, through registration procedures and in consultation with parents/guardians, shall attempt to identify any students who are subject to medical conditions that may be life threatening and who, therefore, may require specific medical attention.



5.2 Having secured advice in such cases, the Principal shall attempt to ensure that all who may be involved with the student; e.g. school staff, volunteers, school bus drivers and substitute, are informed concerning any required emergency procedures.

5.3 Specific instruction by medically qualified personnel will be sought for staff members who may be required to apply respiratory equipment or give injections; e.g. severe allergic reactions, etc.

6. Serious Injury or Accident

In the event of serious injury or accident, the following procedures are to be followed:

6.1 The Principal or designate shall make every reasonable effort to assess the seriousness of an emergency medical condition in order to initiate the necessary course of action.

6.2 When a student requires emergency medical treatment, the Principal or designate shall ensure that parents/guardians are contacted as soon as possible.

6.3 An adult shall supervise the student until medical assistance is available or the parents/guardians arrive.

6.4 In the event of an emergency medical condition which renders a student immobile, or when the seriousness of the condition cannot be determined, the student should not be moved, unless at risk of further injury.

6.5 The paramedics are to be called to arrange for treatment and transportation to the nearest medical facility.

6.6 In the event that paramedics are not available; e.g. on camping trips, excursions, etc.; appropriate arrangements are to be made to access medical attention or transport the injured student to a medical facility.

6.7 First aid kits must be available:

6.7.1 In all Division buildings; and

6.7.2 To accompany field trips.

6.8 The staff member shall complete appropriate reports on the serious injury or accident.

6.9 Blows to the head or abdomen may not result in readily observable injury; however, such blows are always to be treated as potentially serious.



- 6.9.1 Students who have received such blows are to be kept under continuous careful observation until medical attention is obtained for them.
- 6.9.2 The parent or legal guardian is to be advised of the situation and of action taken.
NOTE: Refer to Documentation of Concussion Monitoring-Medical Examination Form.
- 6.9.3 Concussion protocols are to be implemented when appropriate. (Concussion Return to Learn Form and Concussion Monitoring Form)

7. Non-Prescription Drugs

- 7.1 Non-prescription drugs shall not be distributed to any student enrolled in a school operated by the Division. Epi-Pens (for emergency use only) are an exception.
- 7.2 The Division reserves the right to request information relevant to the use and administration of non-prescription or over-the-counter drugs where the Division has reason to suspect a student is using such medication during school hours, even in circumstances where the Division has not been requested or required to administer or monitor the administration of such medication.

8. Legal Consent for Medical Treatment

- 8.1 Under no circumstances will employees of the Division give legal consent to medical treatment of students in their charge.
- 8.2 In the event medical treatment is refused by a medical practitioner because of lack of valid consent, the employee shall:
 - 8.2.1 Defer to the opinion of the medical practitioner.
 - 8.2.2 Advise the Principal or designate of the problem and the recommendation of the medical practitioner.
 - 8.2.3 Continue to attempt to contact the parents or legal guardian.
- 8.3 These provisions are not intended in any way to prevent an employee from administering Epi-Pen and/or arranging for transfer to the hospital even if a parent or guardian is not available to give consent.

- 9. The Division recognizes that the final responsibility for administering medication or medical treatment to students not sufficiently mature or reliable to care for their own needs rests with the students' parents.



- 9.1 This includes informing the school of any pre-existing medical condition and working closely with the school to address such a condition.

Reference: Education Act, Sections 11, 51, 52, 53, 54, 196, 197, 222
Freedom of Information and Protection of Privacy Act
Emergency Medical Aid Act
Occupational Health and Safety Act
Guidelines for Child/Student Focused Medication Management (CSFMM) In Preschool and School Settings - Alberta Health Services
ATA Administration of Medication/Medical Services: Rights and Risks
Food Allergy Canada
Anaphylaxis in Schools & Other Settings Canadian Society of Allergy and Clinical Immunology
Alberta Education: Protection of Students With Life-Threatening Allergies Act