

Medicine Hat Public School Division

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**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 600 – Students

POLICY 626: ADMINISTRATION OF MEDICATION AND MEDICAL CARE

BACKGROUND

Students may be in need of medical treatment or may require the administration of medication while in attendance at school or at school-sponsored activities.

POLICY

The Board is committed to providing a safe and healthy environment for its students. The Board recognizes that Division employees do not generally possess the expertise required to determine the needs for or deal with student health emergencies. The Board supports staff members who may be required to administer medication, medical assistance or emergency medical procedures to a student in order to preserve the life or well-being of a student.

GUIDELINES

1. Parents/guardians will inform school administration to determine requirements for staff training.
2. Except in the case of accidents or emergencies, the administration of medication or medical treatment will be limited to trained staff.
3. Appropriate records of situations involving administration of medication or medical treatment by staff will be maintained.
4. Student privacy and dignity will be respected in all activities involving administration of medication or medical treatment.

ADMINISTRATIVE PROCEDURE

[626 P 001 – Administration of Medication and Medical Care](#)

[626 P 002 – Protection of Students with Life-Threatening Allergies](#)

[626 P 003 – Treatment of Students with Diabetes](#)

ADMINISTRATIVE PROCEDURE - EXHIBITS

[626 E 001 – Request for School Assistance to Administer Medication](#)

[626 E 002 – Student Medication Management Record](#)

[626 E 003 – Anaphylaxis Emergency Plan](#)

[626 E 004 – Diabetes Care Plan](#)

Approved: September 7, 2004

Revised: May 26, 2020