

SECTION 600 – Students

**ADMINISTRATIVE PROCEDURE: ADMINISTRATION OF MEDICATION
AND MEDICAL CARE**

PROCEDURE CODE:	626 AP 001
Policy Reference: 626 – Administration of Medication and Medical Care	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

PROCEDURE

1. In situations relating to the medical care of students, Division employees are subject to the responsibilities and limitations inherent in common law doctrine of in loco parentis. Specifically, in loco parentis requires that:
 - 1.1. An employee act as would a reasonable and prudent parent in the same circumstances and conditions;
 - 1.2. The employee 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; and
 - 1.3. The employee recognizes the limitations of their ability to provide direct assistance.
2. Parents/guardians should supply annually information regarding their child's physical health and/or medical condition on registration forms. Students may require ongoing medical care and/or personal medical care procedures. Such needs shall be addressed as follows:
 - 2.1. School staff in cooperation with parents/guardians and medical professionals as necessary shall develop a written medical management plan as appropriate.
 - 2.2. Appropriate training and practice will be provided to staff members who may be in a position of responsibility for implementing the procedures to ensure the needs of the student are adequately addressed.

- 2.3. The school principal will coordinate a review and update:
 - 2.3.1. The student's medical condition change;
 - 2.3.2. The intervention require change;
 - 2.3.3. There be a change in school staff assisting the student; or
 - 2.3.4. The assisting staff request a review or refresher.
3. Parents/doctors may request that medication be administered to a child during school hours. In order for medication to be administered at school, the parent/guardian must complete 626 E 001 – Request for School Assistance to Administer Medication. Such requests shall:
 - 3.1. Ensure prescribed medication is provided to the school in the original prescription container;
 - 3.2. Be in writing issued by a medical practitioner or pharmacist;
 - 3.3. Specify the time(s) at which such medication should be administered;
 - 3.4. Specify the exact dosage and method of administration;
 - 3.5. Include storage instructions (including the need for refrigeration, etc.);
 - 3.6. Specify the duration of the treatment;
 - 3.7. Outline procedure to be followed in case of suspected adverse reaction;
 - 3.8. Be in writing on the appropriate form.
4. No employee shall administer any prescription medication to any student unless the above conditions have been met.
5. 626 E 002 – Student Focused Medication Management Record shall be kept for each child where employees are involved in the administration of medication. This will detail all treatment (time, dosage, etc.).
6. First aid kits shall be available and kept up to date in all schools, on buses and on all off-site activities.
7. It is recommended that particular care be exercised on extended off-site activities. Every effort should be made to determine any medical conditions that may affect the child prior to departure.
8. 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 the Emergency Medical Aid Act. Furthermore, all employees are protected by the Division's liability insurance when acting within the scope of their approved duties.

Note: These provisions are not intended in any way to prevent an employee from administering first aid and/or arranging for transfer to hospital even if a parent or guardian is not available to give consent.

Notwithstanding any of the above, Division staff will not be authorized to administer syringe injections as a part of their job duties.



REFERENCES

Emergency Medical Aid Act

MHPSD Document Retention Guide

Approved: May 17, 2005

Revised: May 11, 2020

