



ADMINISTRATIVE PROCEDURES

Supporting Students and Staff with Prevalent Medical Conditions and Other Medical Needs (Policy Statement: Supporting Students and Staff with Prevalent Medical Conditions and Other Medical Needs)

Purpose

Algonquin and Lakeshore Catholic District School Board is committed to the principle of providing safe working environments for its students, staff and volunteers. Following the procedures for dealing with pupils with special medical care needs supports this commitment in all schools in Algonquin and Lakeshore Catholic District School Board.

References

Policy/Program Memorandum No. 81
PPM 161

Procedures

1. Individuals with Special Medical Care Needs:

- 1.1 Individuals whose medical condition requires the taking of medication shall be afforded the opportunity to do so by the school in a discreet and reasonable fashion. The school's assistance in this regard shall be indirect wherever possible and based on a written parental request for such assistance.
- 1.2 To ensure safety at school, parents have the responsibility to inform the school principal that their child has self-administering prescribed or non-prescribed medication.
- 1.3 When the administration of medication to a pupil in the elementary or secondary school requires direct staff involvement, it shall be the responsibility of the principal or designate assuming satisfaction of the following pre-conditions:



- (i) the need for the school's direct involvement in the administration of the medication. This may include consultation with the parents and the prescribing and/or attending physician about the possibility that the dosage schedule might be adjusted to allow for the taking of medication outside of school hours;
 - (ii) the medication to be administered shall be described in writing by a licensed physician with specific references made to the dosage, frequency, possible side effects, storage and disposal requirements, if applicable;
 - (iii) written consent of the parents for the administration of the medication shall be obtained; and
 - (iv) all medication, clearly labeled, is to be received by the school principal or designate from a parent/guardian and shall be kept in a safe and accessible location known to all staff.
- 1.4 When the requested duration for the administration of medication is complete, the principal shall request the parent/guardian to retrieve the medication by a specified date. If the medication is not retrieved by the parent/guardian, the principal shall dispose of the medication by contacting a local pharmacy who offers this service.
- 1.5 A file of medication instructions and/or medical procedures and arrangements, and a log of administration is to be retained in the school in an appropriate place as determined by the principal. Said log shall also be used to record observation of student behavior subsequent to the administration of medication when such behavior is considered atypical.
- 1.6 When staff members who provide assistance voluntarily are not available, the necessary supports shall be provided by the school system based on the principal's consultation with the appropriate supervisory officer.
- 1.7 Any accidental administration of medication (e.g. medication to the wrong child, dose error, etc.) is to be reported to the principal who will notify, in emergency circumstances, a medical practitioner and the parent(s)/guardians(s). The latter will be notified regardless of circumstances.
- 1.8 When, in the opinion of the school principal, medication is requested by the parent to be administered for a short period of time, documentation must still be completed and signed by the parent.



2. Pupils Receiving Regular Medical Treatment:

- 2.1 Any pupil who requires regular medical treatment shall be supported by the school in every reasonable way in the receipt of such treatment. Such support, however, shall not require the involuntary participation of school staff.
- 2.2 Any pupil whose need for regular medical treatment requires the provision of school facilities for such treatment shall be accommodated by the school in every reasonable way. A Medical Treatment Information and Consent Form signed by a licensed physician and signed by the parent/guardian shall be requested by the school principal.
- 2.3 Where school staff are voluntarily participating in the delivery of medical treatment, training as required shall be provided and the necessary practical and financial considerations in accomplishing this training shall be the responsibility of the school system.
- 2.4 When a pupil's regular medical treatment is delivered on the school's premises, it shall be the responsibility of the principal to ensure that said treatment is provided by a person qualified or deemed qualified under the Regulated Health Profession Act.
- 2.5 The principal shall have the authority, subject to review by the appropriate supervisory officer, to refuse to provide school facilities for the delivery of medical treatment when, in his/her opinion, such available facilities are either inappropriate or inadequate.
- 2.6 Where staff required to provide assistance voluntarily are not available, the necessary supports shall be provided by the school system based on the principal's consultation with the appropriate supervisory officer.
- 2.7 A file of medication instructions and/or medical procedures, and arrangements, and a log of administration is to be retained in an appropriate place as determined by the principal.

3. Pupils Requiring Emergency Response to Severe Allergy Reaction:

- 3.1 The principal shall ensure that all student contacts are aware of a particular student's allergy (especially for field trips, tournaments, etc.).
- 3.2 The principal shall meet with Health Unit personnel and/or other appropriate agency personnel to arrange in-service at a staff meeting on EpiPen/Anakit use, avoidance strategies and other required procedures such as emergency action plan review.



- 3.3 The principal shall hold a staff meeting with all school personnel including lunch room supervision and janitorial staff to inform them of the above information.
- 3.4 The principal shall post the emergency plan with student photos in the staff room or at any other strategic area(s) in the school. All medication, clearly labeled shall be kept in a safe and accessible location known to all staff.
- 3.5 The principal shall inform school staff of an obligation to administer medical assistance in a life-threatening situation due to special “in loco parentis” status.

Please note the possibility that some of the children attending our schools are not known to have severe allergy reactions.

4. Emergency Illness/Injury During the School Day:

- 4.1 Should a student become ill or injured during the school day, the principal or designate shall:
 - (i) attempt to establish contact with the parent/legal guardian
 - (ii) advise, once contact has been established, the parent/legal guardian of the situation and recommended course of action
 - (iii) attempt to obtain parent/legal guardian transport of the child should such be necessary.
- 4.2 Should the principal or designate determine that the health needs of a child are best served by immediate transport to a medical practitioner/facility the principal or designate shall:
 - (i) arrange for the transportation of the student
 - (ii) arrange for his/her or another teacher’s attendance with the student at the medical facilities
 - (iii) attend with the student until:
 - a) relieved by the parent/guardian
 - b) relieved by another employee
 - c) the student is discharged by the practitioner/facility
 - d) advised by a medical practitioner that there is no further need to remain, as treatment and safety of the child have been undertaken by medical staff/institution
 - (iv) upon arrival at the practitioner/facility, advise those in authority that he/she is not the parent/legal guardian of the student



- (v) refrain from offering consent for medical treatment

Conclusion:

The preceding notwithstanding, no principal shall agree to the provision of emergency medical procedures which require the individual responsible to be registered under the Regulated Health Profession Act.

All documentation pertaining to the above shall be maintained and updated yearly by the principal.

Precautionary measures should be taken in regard to the provision of medication and/or services to pupils with special medical care needs during excursions away from school.

A student may carry his/her own medication when, in the opinion of the principal, it is appropriate to do so. When there is a question regarding the appropriateness of the student carrying his/her own medication, the principal may request direction from the student's physician.

It should be noted that the Algonquin and Lakeshore Catholic District School Board provides liability insurance protection for its employees.

Any difficulties arising out of the implementation of these procedures are to be reported by the principal to the appropriate superintendent.

Forms

- Form A: Administration of Medication Parent/Guardian Authorization
- Form B: Administration of Medication During School Hours: Physician's Statement
- Form C: Medication Administration Log
- Form D: Medical Treatment: Information and Consent Form
- Form E: Medical Treatment Administration Log

Approved: November 13, 2018