

## **POLICY IHCD – Administration of Medical Assistance to Students**

**The Board takes the safety of all PWPSD students seriously.**

### **BACKGROUND**

The onus for administering medication or medical treatment to students is on the student, parent, guardian or medical practitioner. 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.

### **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 PWPSD Medical Management Plan ([Exhibit 1](#)).
- 3) The Principal or designate shall maintain a record of all students who have life threatening or serious medical conditions, which must be documented by parents on the PowerSchool enrollment [www.pwpsd.ca/registration](http://www.pwpsd.ca/registration).

- 4) Administration of medication to students:
  - a) 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](#)).
  - b) Prescription medication:

Use the Medical Management Plan ([Exhibit 1](#)) to track what medication is to be used and the Prescription Medication Administration Log ([Exhibit 2](#)) to log when prescription medication is administered:

    - i) if a student must receive medication prescribed by a medical practitioner 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.
- 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 health care practitioner is provided to clarify the situation from a medical standpoint;
  - f) that the Superintendent be provided with copies, if requested, of the completed information 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 being **anaphylactic, epileptic, or as having another life-threatening or serious medical condition** shall provide further details on the Medical Management Plan form ([Exhibit 1](#));
  - b) 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](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 PWPSD [Exhibit 1](#) in collaboration with a health care professional.
- 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 PWPSD [Exhibit 1](#).
- 10) The Principal shall ensure that, as required by student's PWPSD [Exhibit 1](#), relevant classmates specific to an activity, all staff, bus drivers, and lunch/recess/playground or field trip supervisors etc., 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.
- 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, [Exhibit 4](#).
- 14) Each student's PWPSD [Exhibit 1](#) 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](#) – Post-Incident Reporting  
[Policy EBBA](#) – Provision of First Aid  
[Policy IFCI](#) - Drug and Alcohol Use by Students  
[www.foodallergycanada.ca](http://www.foodallergycanada.ca)  
[https://diabetesatschool.ca/uploads/docs/ICP\\_ENGLISH\\_PDF\\_updated\\_Feb\\_2021.pdf](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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