

316 STUDENTS WITH MEDICAL CONDITIONS REQUIRING MEDICATION OR TREATMENT

Background

The Division believes that all students, regardless of their medical condition, should have the right of admission to educational programs. The Division further believes that determining the need for, and the correct means of administering medication is beyond the knowledge and competency of its staff and that the administration of medication to students is the responsibility of the parent and the student/child's physician.

The medical treatment of students, including the administration of medication, should be limited to that which can be provided by employees who have received explicit instructions from the attending physician and the parent(s)/guardian(s) of the child/student with the medical condition. It must be clear to parents/guardians and physicians that staff members are not medical personnel and are not medically trained.

Procedures

Over-The-Counter (non-prescription) medication:

1. Over-the-counter medications (non-prescribed medications) e.g. Benadryl, pain relievers, etc. shall not be:
 - a. purchased on the account of the Division or any of its schools
 - b. housed in any facility of the Division;
 - c. distributed to any student enrolled in a school operated by the Division.
2. An exception shall be made:
 - a. when a student is under the care of a teacher or supervisor and is two or more hours away from a medical facility. Over-the-counter medication may be administered to manage pain, cardiac incidents or allergic episodes.
 - b. for the administration of an EpiPen to a student, without a prescription, in the event of an emergency.
3. Anytime a student self-administers non-prescribed medication for potential allergic reactions they shall inform a staff member.

Prescription Medication:

1. Before a student is given physician prescribed medication or medical treatment during the school day or during school-sponsored extracurricular or co-curricular activities, the principal shall obtain student medical information as per [Form 1 \(AP 316\) - Request for - Assistance to Administer Medication.](#)

An individual care plan may also need to be developed for a student. Refer to AP387.

2. The principal will assign two or more employees responsibility for the administration of and the security of medication and will assign two or more employees responsibility for medical treatment prescribed by a physician for enrolled students. Those assigned employees shall:
 - a. obtain and follow written instructions in the correct means of administering and securing medication and of providing other treatment to students.
 - b. administer medication and provide medical treatment in accordance with the schedule provided by the physician.
3. The authorization, if granted by the principal, shall be limited to such a period of time as established by the physician.
4. Where an employee has been assigned responsibility to administer medication to, or provide treatment for a student, the principal shall:
 - a. maintain a record of medication administration and medical treatment provided as per [Form 2 \(AP 316\) - Student Medication/Treatment Record](#)
5. Injection of medication, apart from an EpiPen, shall be administered only by a health professional, the parent(s)/guardian(s), or the individual student.
6. In those instances where the student is deemed by the physician to be capable the student shall:
 - a. be allowed to carry their own medication, devices, and other relevant supplies, perform self-tests, self administer their medication as required.
 - b. be aware of where their medication, equipment and other relevant supplies are stored at all times, in order to access them quickly.
 - c. be aware that they are not to share their medication with other children/students.

7. the employees designated in #5 shall:
 - a. monitor the student's compliance with the schedule
 - b. provide security for the medication as is deemed appropriate by the physician
 - c. complete [Form 2 \(AP 316 \) - Student Medication/Treatment Record](#)
8. The principal will advise the parent or legal guardian of the child receiving treatment, that the parent or legal guardian is responsible for providing a written notice from the physician of any changes in the medication schedule or of any changes to medical procedures required by the physician. Upon receiving such notice of change, the principal shall forward a copy of the letter to:
 - a. The employees designated in #5 and a new schedule shall be prepared - the old schedule to be retained with the notice of change appended.
9. Cannabis, if prescribed by a physician for medicinal purposes, must be in edible form.
10. Schools shall maintain a record of all authorizations for insurance purposes.

Reference

Education Act, Sections 3, 9, 31, 33 (1)(d), 196,197
AP 347 Use of Substances
AP 386 Student Health and Safety, Illness and Injury
AP 387 Serious or Life-Threatening Medical Conditions (NEW)

History

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