



203.1AP Administration of Medication/Medical Assistance to Students

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LEGAL REFERENCE:

- Education Act, Section 11
- Emergency Medical Aid Act Chapter
- Criminal Code of Canada (43) (45)
- [Bill 201 Protection of Students with Life Threatening Allergies](#)

CROSS REFERENCE:

- [203.1AP Exhibits 1-10 Forms](#)
- [203.1AP Exhibit 11 Information Handbook: Anaphylactic Shock](#)
- [203.1AP Exhibit 12 Student Accident Report Form](#)
- [OHS Manual](#)
- [Guidelines for Supporting Students with Type 1 Diabetes in Schools](#)

REFERENCES:

- Anaphylaxis: A Handbook for School Boards
 - Kids with Diabetes in Your Care
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PROCEDURES:

In situations relating to the administration of medication/medical treatment of students, employees and agents of the Board are subject to the responsibilities and limitations inherent in the Common Law Doctrine of loco parentis. Specifically, loco parentis, means that:

1. Employees act as would a reasonable and prudent parent in the same circumstances and conditions, and therefore take some action supportive of the student's physical well-being;
2. Employees do 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
3. Employees recognize both the duty of care inherent in their positions and the limitations of their ability to provide direct assistance.

Emergency Assistance:

1. The Board recognizes that its employees may, from time to time, encounter situations that necessitate taking immediate action supportive of a student's physical well-being. 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 Section 2 of the Emergency Medical Aid Act.
2. All employees are protected by the Board's liability insurance when acting within the scope of their approved duties.

To provide the students in the care of the Division with the best possible medical support, and to minimize the possibility of legal actions resulting from negligence on the part of employees or agents, the following procedures are to be followed:

1. If a student is required to take medication/medical treatment during school hours, on school property or educational field trips and a parent is unable to be at the school to administer such, the Superintendent delegates responsibility to the principal for administration of the medication/medical treatment in accordance with Board policy and procedures.
2. When a parent requests and the principal accepts the administration of medication/medical treatment to a student through completion of the Administration of Medication/Medical Treatment to Student Approval Form (Exhibit 1) and the Administration of Medication/Medical Treatment Release Form (Exhibit 2), staff are to be so advised, familiarized with the location of the medication and directed as to how to administer such medication. This is to be accomplished through the Student Focused Medication Management Plan (Exhibits 3, 4, 5, and 6) formulated by the school staff, parents, medical professional(s) and student (if appropriate). The teacher-supervisor is responsible to ensure that necessary medication is taken along on field trips and that recommended guidelines are followed (i.e. secure storage of medication).
3. The Principal shall provide a copy of this policy, guidelines and procedures to all staff members, review this information on an annual basis, and shall immediately notify all staff members of any changes in this policy when these occur and when specific students impacted by this policy are registered in the school.
4. If a student requires immediate emergency treatment while riding on a Division bus, the Superintendent delegates responsibility to the bus driver to administer the medication/treatment, provided that a Student Medication Approval Form is on file and the request is in accordance with Board policy and procedures.
5. The BTPS Director of Transportation shall provide a copy of this policy, guidelines and procedures, and review this information on an annual basis with Division bus drivers

and shall immediately notify them when any changes of policy occur and when specific students impacted by this policy are scheduled to ride on Division transportation.

6. Administration of Medications to Students Non-prescription Medications: Non-prescription or over the counter medications shall:
 - 6.1 not be distributed to any student enrolled in a school operated by the Board.
 - 6.2 be stored in a manner that will ensure no student access.
 - 6.3 Prescription Medications: If, under exceptional circumstances, a student must receive medication during the school day or during an extracurricular or co-curricular activity, and the student is in need of support to administer medication(s) and the parent/s are unable to be at the school to administer the medication, the parents need to be a full partner in the development of a student focused medication management plan. The following procedures will apply.
 - 6.4 The parent/s may request that the school administer/monitor the medication. Such a request must be filed in writing with the principal using the Administration of Medication/Medical Treatment to Student Approval Form (Exhibit 1), the Administration of Medication Release Form (Exhibit 2) and the Student-Focused Medication Management Plan (Exhibit 3, Exhibit 4, Exhibit 5 and Exhibit 6).
 - 6.5 The medication must be in the original dispensing container with the prescription clearly marked on the label.
 - 6.6 Only the principal or the persons designated shall administer the medication and maintain an ongoing record of medications administered using the Student Focused Medication Management Record Form (Exhibit 6).
 - 6.7 The principal has the right to reject requests for administration of prescription medicine, e.g. injections or other applications that the staff is not qualified to handle.
7. Life Support Medication (i.e. insulin)
 - 7.1 The principal shall identify students requiring medication.
 - 7.2 The principal will ensure that the parents and the health care professional complete the appropriate forms: Administration of Medication/Medical Treatment to Student Approval Form (Exhibit 1); Administration of Medication Release Form (Exhibit 2); and, the Student-Focused Medication Management Plan (Exhibit 3, Exhibit 4, Exhibit 5 & 6).
 - 7.3 The principal is to advise the parent(s)/guardian(s) that staff perform a monitoring function for the administration of the medication, but are not normally medically qualified to administer the medication. Specifically, staff will not administer injections, unless the following conditions are present:
 - The student is unable to self-administer the injection due to age or ability;

- The information must be included in the student's Individual Program Plan;
- The parent/guardian and/or qualified medical professional is unable to attend to perform this function; and,
- The staff required to administer the injection have received appropriate training.

7.3.1 The monitoring function noted in 7.3 can be accomplished in several ways including questioning the student regarding adherence to the schedule, or the making of arrangements to enable the student to meet with competent medical personnel during the school day.

7.4 The principal is to develop a procedure to inform the student's regular and Substitute teachers of the medication program, and the various physical/medical manifestations that may occur from non-compliance with the schedule.

7.5 Should a student suffer a reaction due to non-compliance with the medication program, the parent is to be notified immediately. If the parent cannot be contacted, the emergency contact person is to be contacted. If neither the parent nor the emergency contact person can be contacted, the student is to be taken to a medical practitioner or hospital at the expense of the parent.

8. Life Threatening Medical Conditions (i.e. Asthma/Allergic Reactions)

Required Information: In the case of severe asthma or allergic reactions that require immediate administration of medication or emergency procedures to prevent death or severe health complications, the rights and limitations inherent in the Emergency Medical Aid Act will apply, and the following procedures will be adhered to:

8.1 Students that have a medical problem that may result in a life threatening situation must complete the Asthma Alert Form (see Exhibit 7.1 & 7.2) or the Life Threatening Allergy Alert Form (see Exhibit 8.1 & 8.2). These forms must be signed by the medical practitioner and the parent. The forms will include:

- 8.1.1 student's name;
- 8.1.2 identification of the substance to which the student is allergic;
- 8.1.3 symptoms of the allergic/asthma reaction;
- 8.1.4 detailed emergency procedures to be followed in the event of an attack; and
- 8.1.5 if medication is to be administered as part of the emergency procedure, the name, required dosage, method of administration, possible side effects, special storage instructions, and time framework within which the medication must be received, must also be provided.

8.2 Epi-Pens are to be kept in a secure area, in an unlocked storage container, clearly marked, and separate from other prescription medication. If the

student is developmentally capable, it is recommended that the EpiPen be carried by him/her (i.e. in a fanny pack) and accompany him/her on field trips.

- 8.3 It is the principal's responsibility to make reasonable attempts to ensure that:
 - 8.3.1 this information is complete and kept on file in an easily accessible location for staff involved with the student;
 - 8.3.2 staff are completely briefed on the nature of the medical problems including symptoms and emergency procedures to be used;
 - 8.3.3 the emergency medication is clearly labeled and kept in a secure location where the principal, or staff members can access it at short notice;
 - 8.3.4 the Student Focused Medication Management Plan is in place and the physician is consulted, as needed; and,
 - 8.3.5 that the completed forms will be placed in the Student Record Portfolio at the school.
- 8.4 Naloxone kits, for the purpose of responding to an opioid overdose, are to be kept in a secure area in an unlocked storage container and in proximity standard first aid kits. The principal is responsible to ensure that staff are trained at each school consistent with OH&S minimum first aid training requirements. Training for the administration of naloxone will be provided as a component of jurisdictional first aid training.
 - 8.4.1 only staff members who have been trained will administer naloxone
 - 8.4.2 the principal shall make information available to staff on the symptoms of an opioid overdose on an annual basis. To provide for consistency this information will be available through the OH&S Department.
- 8.5 Life Threatening Medical Conditions (i.e. Asthma/Allergic Reactions)
Required Procedures in the event that a student has potentially fatal or debilitating allergic reactions, that require immediate emergency treatment, or display potentially serious reactions as a result of a known medical condition (eg. epilepsy, insulin shock), the following steps shall be taken:
 - 8.5.1 the principal or staff members who have been briefed on the proper treatment procedures shall administer the treatment or the medication in strict accordance with the physician's instructions. In the event that the student is riding on a Division bus when emergency medical treatment is required then the bus driver shall administer the treatment or the medication in accordance with the best available instructions at the scene.
 - 8.5.2 the person in charge will call 911 to secure trained medical assistance. It is the parent/legal guardian's responsibility to contact the student's physician.
 - 8.5.3 the student's parent/s shall also be contacted immediately and informed of the situation

9. Epinephrine Auto-Injectors (EpiPen) in Schools. All schools shall maintain a minimum of one EpiPen for emergency use.
 - 9.1 Schools shall complete and present the Designation of Authorized School/School Authority Epinephrine Auto-Injector Purchaser Form at a local pharmacy to obtain the EpiPen. The form allows a school employee to purchase an EpiPen on behalf of the school.
 - 9.2 Schools are encouraged to work with local pharmacies to determine the appropriate type and number of EpiPens/auto-injectors required—children who weigh less than 30 kilograms need an EpiPen Junior.
 - 9.3 Schools shall store EpiPens according to the manufacturer’s directions in a safe area, at room temperature and away from sunlight.
 - 9.4 All schools principals shall register each EpiPen/auto-injector online as soon as it’s purchased—once registered with the manufacturer, the school receives expiry-date reminders and other related information.
 - 9.5 Staff are preauthorized to administer or supervise student administration of medication in response to an anaphylactic reaction if the Student Focused Medical Management Plan is current and/or they have reason to believe a student is experiencing an anaphylactic reaction.

Training:

10. All educational employees must take mandatory training on how to use an Auto-injector. www.allergyaware.ca has a free online course that can teach how to recognize anaphylaxis reaction and how to use the auto-injectors. Principals are responsible for ensuring staff have an opportunity to complete the course and new staff complete the course. Upon completion an electronic version of the certificate will be emailed to the supervisor.
11. The principal shall require every employee, agent or volunteer involved in any student health-related incident to complete the 203.1AP BTPS Student Accident Report Form (Exhibit 12). A copy shall be sent to the Executive Assistant to the Secretary-Treasurer. In cases of life- threatening circumstances, the Superintendent or designate shall be notified.