

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

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

### **BACKGROUND**

For students identified with a life-threatening medical condition, the safety of each student requires a higher duty of care. A life-threatening medical condition diagnosed by a medical doctor may include a severe allergy, anaphylaxis, asthma, epilepsy or diabetes, which is severe enough to cause death. The severity of each student's medical condition and medication requirement is determined by a medical doctor and subsequently communicated to the Principal by that student's parent.

While it is not possible to guarantee a completely safe environment or eliminate all health risks, it is expected that principals minimize the extent to which students and staff are exposed to a potentially life-threatening situation. The management of students at risk of life-threatening medical conditions is a shared responsibility among staff, students, parents and healthcare professionals.

When a student, enrolled in a PWPSD school, is formally diagnosed with a life-threatening 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 parent (i.e. date and times).
- 2) Parents of students identified with a life-threatening 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 medical condition during the school registration process, using the PWPSD Essential Routine Services and Emergency Plan Form (Exhibit 2).
- 3) The Principal or designate shall maintain a record of all students who have life threatening 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 such as, but not limited to, Tylenol 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 Administering Prescription Medication to Students Form (Exhibit 1):

    - 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 PWPSD Exhibit 2 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 medical 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 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, asthmatic, or another life-threatening medical condition** shall provide further details on a PWPSD (Exhibit 2) <https://www.pwpsd.ca/policies/IHCD-Ex2.pdf>;
  - 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 medical condition must have a medical response plan developed and implemented on an annual basis. The parent must sign the student's PWPSD Exhibit 2 in collaboration with a Health Care professional.

- 8) The Form shall include:
  - a) the student's name, emergency contact information and current photo;
  - b) identification of the exact medical 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,
  - e) including when to call 911;
  - f) name of medication to be administered, dosage, method of administration and expiry date of medication;
  - g) location of emergency equipment or devices and name of staff trained in First Aid; and
  - h) link to school's overall emergency response plan.
- 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 2.
- 10) The Principal shall ensure that, as required by student's PWPSD Exhibit 2, classmates, all staff, bus drivers and lunch or field trip supervisors etc., are aware of each student's medical condition and the procedures to follow in the student's annual Medical Response 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 situation, or activation of a PWPSD Exhibit 2 there shall be a debriefing session with relevant staff, the student and parent for the purpose of enhancing the staff's future response to each situation. Dates and signatures to be documented and stored on the PWPSD Exhibit 2 for ongoing monitoring.
- 14) Each student's PWPSD Exhibit 2 shall be stored in PWPSD's Digital Student Record.

## **REFERENCES**

### **Cross References:**

[Exhibit 1 - Administering Prescription Medication to Students Form](#)

[Exhibit 2 – Essential Routine Services and Emergency Medical Plan](#)

[Exhibit 3 - Administration of Non-Prescription Medication to Students Form](#)

[Exhibit 4 - Information Sheet: Asthma Attacks and Anaphylaxis](#)

Policy EBBA – Provision of First Aid

Policy IFCI - Drug and Alcohol Use by Students

[www.foodallergyca.ca](http://www.foodallergyca.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)

**Legal Reference:**

[Education Act](#) - Section 53

[Emergency Medical Aid Act](#)

[Protection of Students with Life-Threatening Allergies Act](#)

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