

Administrative Procedures

AP-413 ADMINISTERING ESSENTIAL MEDICATION AND PROCEDURES TO STUDENTS	Date of implementation: Fall 2007 Date of review: October 23, 2024
	Related Administrative Procedures: AP-416 Student Records AP-602 Services for Students with Special Needs

Purpose: To provide guidelines for the administration of essential procedures, medication, or supports for students with potentially life-threatening conditions when necessary to ensure the welfare of the student.

It is acknowledged that:

- All school-aged children have the right to attend school.
- No student will be denied access to the Prairie Spirit schools and programs solely because of medical needs to the point of undue hardship.
- Children may have health or medical requirements that must be accommodated if the child is to function at an optimal level in an educational environment.
- Medical circumstances may arise which lead to a request by a parent/caregiver that medication or procedures be administered to their child during school hours.
- Emergency situations may arise requiring an employee of the Division to assist a student and administer medication or essential procedures.

Definitions:

Life-Threatening Condition (LTC) – A potentially life-threatening condition (LTC) refers to pre-existing diagnosed medical condition that could result in an acute life-threatening incident. Examples of life-threatening conditions could include asthma, anaphylaxis, diabetes, or epilepsy.

Essential procedures - An essential procedure is prescribed by a physician/nurse practitioner that must be scheduled for administration to a student during regular school hours and that is necessary for the student's health or well-being. Examples of an essential procedure could include gastrostomy feed or blood glucose monitoring.

Essential (oral and/or injectable) medication - An essential medication is a physician/nurse practitioner/pharmacist-prescribed medication that must be scheduled during regular school hours and is necessary for the student's health or well-being. Examples of an essential medication may include insulin or anti-seizure medication.

Procedures:**1) Notice to Parents/Caregivers**

At the beginning of each year or as new students transfer in or as other conditions warrant:

- a) The principal shall inform parents/caregivers of the general principles of this administrative procedure.
- b) The principal shall request that parents/caregivers provide to the school any specific existing medically-related restrictions that require medical accommodation.

2) Responsibility of Parents/Caregivers

- a) Parents/caregivers shall be encouraged to administer prescribed medications or essential procedures at home and not during school hours.
- b) If parents/caregivers send self-administered medication to school with a student, the parent/caregiver shall:
 - i) Ensure that medications are in quantities for one (1) day only.
 - ii) Ensure their child is able to secure the medication and that the medication will not be left where others have access to it.
 - iii) Ensure that the child is able to self-administer the medication.
- c) Before any medication or procedure can be administered or supported by employees:
 - i) Parents/caregivers shall provide as requested:
 - (1) Request for Dispensation of Medication; and/or
 - (2) Physician Report, or similar information in another format
 - (3) LTC support plan verified by the student's physician
 - ii) Medications will be administered in accordance with the requirement and directions stated on the request.
 - iii) It is the responsibility of the parent/caregiver to ensure that any changes to medication, dosage, procedure or LTC support plan are provided in writing to the school.

3) Duty of Employees Related to Non-Prescription Medications

- a) No staff shall provide or administer non-prescription medication to any student unless a Request for Dispensation of Medication is approved.

4) Duty of Employees Related to Prescription Medications

- a) No staff shall provide or administer prescription medication to any student except:
 - i) Upon completion of a Request for Dispensation of Medication Form by the parent or guardian of the student; or
 - ii) Upon direction from emergency personnel in the case of an emergency.
- b) All requests by parents/caregivers for the administration of prescription medication must be made to the principal of the school.
- c) Upon receiving a request for the administration of medication through a Request for Dispensation of Medication Form, the principal shall make whatever investigation is necessary, including consultations with the prescribing professional and Superintendent to determine the appropriate manner of dealing with the request.
- d) All employees have a duty to assist in the administration of essential medication and procedures in circumstances where it is necessary for the educational requirements or safety of the child.
 - i) No employee shall refuse to act to assist a student in the case of an emergency.

[Note: The Board shall ensure that all necessary insurance requirements are in place to protect teachers and other employees from liability when administering medication or medical treatment in accordance with Section 3.2 of Operational Limits Policy OL-3 Asset Protection of the Board.]

- e) Medication Administration Log
 - i) Each school shall maintain a Medication Administration Log of all medication provided to a student and be kept on file in a registry separate from a student's cumulative folder for a minimum of three (3) years or, if deemed necessary, up to the student turning twenty-five (25) years of age.
 - ii) Whenever possible, any medication should be administered in the presence of another employee or other person designated by the principal and this fact shall be noted on the Medication Administration Log.
 - iii) The Principal must ensure that the Medication Administration Log is kept up to date.
- f) Storage of Medication
 - i) All medications shall be stored in a safe and secure manner in appropriate quantities for safety and convenience.

5) Duties of Employees Related to Essential Procedures and Life-Threatening Conditions

- a) Situations in which students require ongoing procedures of a medical nature or LTC support that extend beyond the administration of medication shall be reviewed on an individual basis.

- b) Upon receiving the Physician Report form, LTC support plan or similar information in another format, the principal shall make whatever investigation is necessary, including consultations with the prescribing professional and with the Superintendent or to determine the appropriate manner of accommodations.
 - c) In the event it is determined that school staff shall carry out the requested essential procedure or LTC support, an action plan specific to that procedure or LTC will be drafted and updated annually or as required. Physician input will be necessary if there is a change to the LTC support plan.
 - d) The Principal shall ensure that current plans for potentially LTCs are:
 - i) Accessible to staff in the event of an emergency; and
 - ii) All staff are informed of their location.
- 6) Training
- a) The principal, in consultation with Superintendent or appropriate consultants shall ensure that each employee has been sufficiently trained with respect to:
 - i) The nature of the medication and/or essential procedure by qualified professionals and/or parents who have been trained by qualified professionals;
 - ii) The needs of the student and the method of administration; and
 - iii) The specific circumstances related to the support of the students' potentially LTC.
- 7) Confidentiality
- a) All information relating to the medical condition of a student shall be kept confidential and shall be disclosed only to those persons who require the knowledge in order to perform their employment duties.
 - b) The principal and staff shall ensure that any medication and procedures are administered in a manner which allows for sensitivity and privacy.

Related documents:

[Accommodation Process for Students](#) (internal document)

[Request for Dispensation of Medication Form](#) (internal document)

[Physician Report](#) (internal document)

[Medication Administration Log](#) (internal document)

[Exchange of Information](#) (internal document)

Life Threatening Condition Plans (internal documents)

- [Anaphylaxis Emergency Plan](#)
- [Child Asthma Management Plan](#)
- [Diabetes Support Plan](#)
- [Seizure Action Plan](#)
- [Life Threatening Condition Form](#)

Instructional Videos (internal resources)

- General Overview Videos
 - [General Purpose](#)
 - [Medications](#)
 - [Procedures and Potentially Life-Threatening Conditions](#)
 - [Training and Confidentiality](#)
- Conversation Videos
 - [General Overview](#)
 - [Medications](#)
 - [Potentially Life-Threatening Conditions](#)
 - [Training and Confidentiality](#)
 - [The Accommodation Process](#)
 - [Medication Forms](#)
 - [Physician Report and LTC Forms](#)