

PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

POLICY IHCD – Administration of Medical Assistance to Students

In situations relating to the medical treatment of students, the Board recognizes that its employees are subject to the responsibilities and limitations inherent in the Common Law Doctrine of "in loco parentis". Specifically, "in loco parentis" requires that:

1. an employee 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. the employee does 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;
3. the employee recognizes the limitations of his/her ability to provide direct assistance.

The Board recognizes that school system employees do not generally possess the expertise required to determine the need for, or the appropriate means of, administering medication to students. Nevertheless, under circumstances that are deemed exceptional by the Principal or designee, a staff member may be required to administer medication or emergency first aid treatment to a student in order to preserve the life or physical well being of that student.

GUIDELINES & PROCEDURES

To provide the students with the best possible medical support, and to minimize the possibility of legal actions resulting from negligence on the part of a staff member, the following procedures are to be followed:

1. In Case of an Injury:
 - a) If a child, upon initial examination is suspected of having a serious injury, he/she shall not be moved except where required by external dangers. Someone with first aid training, or a medical practitioner should be called to the scene. The injured person should be made as comfortable as possible, and should not normally be left unattended during this period. Some instances where an injured person should *not be moved until professional medical assistance arrives could include:*
 - ~ substantial flow of blood
 - ~ blow to the abdomen or head area, even though injury is not apparent
 - ~ broken bones
 - ~ unconsciousness or fainting, and
 - ~ suspected spinal injury

(this list is not all-inclusive)

For further professional advice schools may call the Health Link Phone Line at 1-866-408-5465

- b) Before treating minor injuries in school, school personnel should check verbally or from the child's record card whether there are any allergies that may affect the child's treatment.
- c) Where the injury appears to warrant further medical attention, the parent/guardian should be phoned, and they should direct the school as to what action they deem appropriate (someone will collect the child, he/she should be taken to the hospital, etc.)
- d) Where a parent/guardian is unavailable, and the situation appears to warrant it, the principal shall act in loco parentis, and take such action as he/she deems appropriate, including, where necessary, consultation with the child's physician.
- e) Report all accidents to Central Office on the approved form.
- f) Where a parent/guardian authorizes it, or in their absence, the principal deems it necessary, the principal may authorize transportation of the student to a doctor or hospital and may direct two people to accompany the child. The driver may be reimbursed for travel expenses in accordance with Board policy on submission of an expense claim.
- g) An ambulance may be required in certain situations and the costs will be the responsibility of the parents.
- h) In all cases where medical treatment is administered to a child on or off the school premises, the parents/guardians should be informed by phone as soon as possible.

2. 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 because of lack of valid consent, the employee shall:
 - i) defer to the opinion of the medical practitioner;
 - ii) solicit advice from the medical practitioner;
 - iii) advise the Principal (or designate) of the problem;
 - iv) refrain from offering consent to medical treatment;
 - v) continue to attempt to contact the parents.

3. Administration of Drugs to Students:

a) Non-prescription Drugs:

Non-prescription drugs such as, but not limited to, Tylenol shall not be:

- i) purchased on the account of the Board or School;
- ii) distributed to any student enrolled in a school operated by the Board, **unless the administration is approved by parents in writing. In such cases, one identified staff member shall administer the drugs and keep a record.**

b) Prescription Drugs:

If under exceptional circumstances, a student must receive medication prescribed by a medical practitioner during the school day or during an extra curricular or co-curricular activity, and the student is incapable of self-administration of the medication and the parents are unable to be at the school to administer the medication, the following procedures will apply:

- i) the parents may request that the school administer the medication (such a request must be filed in writing with the Principal);
- ii) request must include written instructions signed by the parent, and also include the following information:
 - student's name
 - name of medication
 - purpose of the medication
 - time intervals for administration
 - dosage
 - possible side effects
 - special storage instructions for the medicine, i.e. refrigerator
 - termination date of the administering of the medication
 - student's ability to self-administer;
 - dated doctor's note with administration details or the doctor may sign the completed 'Administering Prescription Drugs to Students' form.
- iii) only the Principal or the person designated by him will administer the medication. When medication is administered the 'Medication Administration Record must be completed on the Request for Administering Prescription Drugs to Students form. The Principal must verify that medication is being administered as per instruction on a regular basis (i.e. at monthly staff meetings)

- iv) the administration details on the Medication Administration Record need to be verified to the doctor's note on a regular basis;
 - v) 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.
4. Life Support Medication (i.e. insulin):
- a) The Principal should make reasonable effort to identify students requiring medication (to this end, a form requesting information about any serious medical problems will be filled out annually and signed by the parents).
 - b) The Principal is to obtain written advice from the parent or guardian that the student is required to follow a medication program.
 - c) The Principal is to obtain details in writing, signed by the parent, of the program and of the various reactions that manifest if the medication program is not followed.
 - d) The Principal is to advise the parent or guardian that the 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. The monitoring function can be accomplished in several ways including the questioning of the student as to his/her adherence to the schedule, or the making of arrangements to enable the student to meet with competent medical personnel during the school activity.
 - e) 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.
 - f) Should a student suffer a reaction due to non-compliance with the medication program, the parent or guardian is to be notified immediately. If the parent cannot be contacted, the student is to be taken to a medical practitioner or hospital.
5. Allergic Reactions:

In the case of severe 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 Assistance Act will apply, and the following procedures will be adhered to:

- a) Each student that registers in schools is required to complete a form, signed by the parent or guardian, identifying any medical problem the student may have.
- b) If a student is identified as having severe allergies that are potentially fatal or debilitating, a form containing the following information must be completed and signed by both the medical practitioner and the parent. The form will include:
 - child's name

- identification of the substance to which the student is allergic
 - symptoms of the allergic reaction
 - detailed emergency procedures to be followed in the event of an allergic reaction
 - 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.
- c) It is the Principal's responsibility to make reasonable attempts to ensure that:
- this information is complete and kept on file in an easily accessible location
 - staff are completely briefed on the nature of the medical problems including symptoms and emergency procedures to be used
 - 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
 - the child's doctor is contacted so he or she can clarify the situation from a medical standpoint
 - that the Superintendent be provided with copies of the completed information forms.
- d) The Board expects parents to familiarize bus drivers with any medical needs and special procedures related to their child(ren).
- e) In the event that a child identified in the above procedure has potentially fatal or debilitating allergic reactions that require immediate emergency treatment, the following steps shall be taken:
- the Principal or a staff member who has been briefed on the proper treatment procedures shall administer the treatment or the medication in strict accordance with the physician's instructions;
 - the child's doctor or hospital should be contacted immediately and directions sought with regard to further action to be taken;
 - the child's parent or guardian should also be contacted immediately and informed of the situation.
6. Sensitivity to Minor Injury:
- In situations where a student is sensitive to minor injury (i.e. hemophilia),
- a) the Principal is to determine, on the written advice from the student's doctor, the degree of participation of the student in activities that could endanger health;

- b) the teachers are to be advised by the Principal of the constraints to be placed upon the student's participation in those certain activities that could be harmful to the student's health;
- c) the parent is to be advised immediately of any injury or reaction.

REFERENCES

Cross References: links to

Emergency Medical Aid Act
[Policy IFCI – Drug and Alcohol Use by Students](#)

Legal Reference: School Act RSA 2000 Section 60

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