

Administrative Procedures Manual	Administrative Procedure 316
	Administration of Medication, Medical Treatment to Students and Third Party Training
Page 1 of 6	APPROVED: September 2013 AMENDED/REVIEWED: October 2019 September 2019, July 2018, September 2020, August 2021, October 2021
LEGAL REFERENCE:	Section 3, 11, 31, 32, 33, 52, 53, 196, 197, 222 Education Act Emergency Medical Aid Act Occupational Health and Safety Act Guidelines for Supporting Students with Type 1 Diabetes in Schools

Background

The Division recognizes that while it is not the mandate of schools, situations which may require Division employees to facilitate the administration of medication, or medical treatment to students, or to administer emergency assistance in order to preserve the life of a student.

The onus for administering medication or medical treatment to students is on the student, parent, guardian, or medical practitioner. Assessing both the need for, and correct means of, administering medication or medical treatment are beyond the knowledge and competency of staff. The Division recognizes that while it is not the mandate of the schools, one or more of its staff may be requested to administer medication or medical treatment. The Division consequently believes that, except in the case of accidents and emergencies, the administration of medication or medical treatment is to be limited to that which can be provided by staff who have received explicit instructions from the attending physicians and the parent of the student with the medical condition.

Procedures

1. All employees are to be informed of details with respect to their rights and responsibilities regarding health services and in particular with reference to the administering of medication or medical treatment to students, as outlined in this Administrative Procedure.
2. In implementation of the provisions of this Administrative Procedure, any employee or agent of the Division, whether remunerated or not, is insured with respect to liability arising while acting within the scope of his/her duties.
3. Administration of Medication or Medical Treatment – General
 - 3.1 Administration of medication or medical treatment to students is the responsibility of the student's parent, or legal guardian and/or physician.
 - 3.2 Every effort is to be made by school staff to encourage the parent or legal guardian to arrange for medication or medical treatment under the supervision or subject to the direction of the parent or legal guardian and/or physician.
 - 3.3 Whenever possible, students are expected to take needed medications or treatments at home.

Administrative Procedures Manual	Administrative Procedure 316
	Administration of Medication, Medical Treatment to Students and Third Party Training
Page 2 of 6	APPROVED: September 2013 AMENDED/REVIEWED: October 2019 September 2019, July 2018, September 2020, August 2021, October 2021
LEGAL REFERENCE:	Section 3, 11, 31, 32, 33, 52, 53, 196, 197, 222 Education Act Emergency Medical Aid Act Occupational Health and Safety Act Guidelines for Supporting Students with Type 1 Diabetes in Schools

4. Self-Medication by Student

- 4.1 If the student is able to self-administer the medication, the Principal will ensure that:
- 4.1.1 Medication shall be kept in a secure and appropriate location, refrigerated if necessary, in accordance with specific directions from the physician.
 - 4.1.2 The student has access to the medication.
 - 4.1.3 A properly completed and signed [Form 316-1 Administration of Medication or Medical Treatment](#) or [Form 316-2 Administration of Medication or Medical Treatment with Medical Training](#) that has been received from the parent and approved by the Principal.

5. Medication or Medical Treatment Administered by Staff

- 5.1 In special circumstances, the Principal, if requested by the parent or legal guardian, may assist in the administration of medication or medical treatment for students who are not sufficiently mature or reliable to care for their own needs. In such instances, the following conditions are to be met:
- 5.1.1 The student's attendance depends upon receiving medication or medical treatment from staff at school.
 - 5.1.2 All requests for the administration of medication or medical treatment to students shall be made through the Principal.
 - 5.1.3 The Principal and/or a designated staff member accept responsibility for the assistance which the parent has requested.
 - 5.1.4 A properly completed and [Form 316-1 Administration of Medication or Medical Treatment](#) or [Form 316-2 Administration of Medication or Medical Treatment with Medical Training](#) is received from the parent and approved by the Principal.
 - 5.1.4.1 A [Form 316-1 Administration of Medication or Medical Treatment](#) is valid only for the school year and for the school for which it was drawn up and is to be updated by the parent during the school year to reflect any change in the student's medication.
 - 5.1.4.2 A [Form 316-2 Administration of Medication or Medical Treatment with Medical Training](#) is to be completed if an employed medically

Administrative Procedures Manual	Administrative Procedure 316
	Administration of Medication, Medical Treatment to Students and Third Party Training
Page 3 of 6	APPROVED: September 2013 AMENDED/REVIEWED: October 2019, September 2019, July 2018, September 2020, August 2021, October 2021
LEGAL REFERENCE:	Section 3, 11, 31, 32, 33, 52, 53, 196, 197, 222 Education Act Emergency Medical Aid Act Occupational Health and Safety Act Guidelines for Supporting Students with Type 1 Diabetes in Schools

trained Licensed Practical Nurse will be providing the medical support to the student.

- 5.1.4.3 Any fees associated with the completion of these forms is the sole responsibility of the parent/guardian.
- 5.1.5 The following information must be supplied:
 - 5.1.5.1 The type of medication or medical treatment to be administered;
 - 5.1.5.2 The time and manner of administration or treatment;
 - 5.1.5.3 Required dosage or procedure; and
 - 5.1.5.4 Action to be taken in the event of an emergency.
- 5.2 The Principal may make appropriate arrangements with staff member(s) willing to administer the medication or medical treatment and to undertake its safekeeping.
 - 5.2.1 This staff member who will administer the medication or provide the medical treatment will be provided the necessary support and training to become familiar with the routines required.
- 5.3 The student's physician affirms that administration of medication to the student as requested by the parent is within the competence of an adult untrained in medical procedures.
 - 5.3.1 The student's physician affirms the medical treatment requested by parent can be provided by a layperson with training specific to the requested procedure. (e.g. Blood sugar monitoring, g-tube feed).
- 5.4 Provision for direct contact with the physician is to form part of any emergency procedures.
 - 5.4.1 The authority for contacting the physician is to be provided in writing beforehand by the parent or legal guardian.
 - 5.4.2 In every case, the parent or legal guardian is to be advised by the Principal whenever contact has been made with the physician or physician's office.
- 5.5 In every case a completed [Form 316-1 Administration of Medication or Medical Treatment](#) or [Form 316-2 Administration of Medication or Medical Treatment with Medical Training](#) or [Form 316-4 Training Record and Acknowledgement/Consent](#) must be obtained by the Principal from the parent or legal guardian.

Administrative Procedures Manual	Administrative Procedure 316
	Administration of Medication, Medical Treatment to Students and Third Party Training
Page 4 of 6	APPROVED: September 2013 AMENDED/REVIEWED: October 2019 September 2019, July 2018, September 2020, August 2021, October 2021
LEGAL REFERENCE:	Section 3, 11, 31, 32, 33, 52, 53, 196, 197, 222 Education Act Emergency Medical Aid Act Occupational Health and Safety Act Guidelines for Supporting Students with Type 1 Diabetes in Schools

- 5.6 The arrangements will remain in effect only as long as they are satisfactory to the Principal and cooperating staff.
- 5.7 Requests and information concerning medication or medical treatment provided by parents and approved Medication or Medical Treatment Application and Release Forms are to be placed in the Student Record File.
- 5.8 Where arrangements are made by the Principal to administer medication or medical treatment to the student(s), appropriate records [Administered Medication or Medical Treatment Record \(Form 316-3\)](#) and [Form 316-4 Training Record and Acknowledgement/Consent](#) shall be maintained in the school office regarding action taken, including:
 - 5.8.1 Students who take or receive medications or treatment;
 - 5.8.2 Medications taken by or treatments provided for these students; and
 - 5.8.3 Emergency contacts given by the parent or physician.
- 5.9 Instructions provided by parents and physicians relating to student medication or medical treatment are to be made known to staff and followed with reasonable care.
- 5.10 Except as provided for in this Administrative Procedure, no medications are to be given or administered, including both prescription and non-prescription medications (e.g., aspirin).
6. A Form 316-4 Training Record and Acknowledgement/Consent is to be completed by a parent/legal guardian and third party as applicable when non-medical or medically associated training is provided to Division staff by a parent/legal guardian directly or indirectly through a third party.
 - 6.1.1 A [Form 316-4 Training Record and Acknowledgement/Consent](#) is valid only for the school year and for the school for which it was drawn up and is to be updated during the school year to reflect any changes in the required training.
 - 6.1.2 The training documented on Form 316-4 is non-transferable between Division staff. Any additional staff requiring the training must be trained directly from the parent/legal guardian directly or indirectly through a third party and a new Form 316-4 is to be obtained to document the training.
 - 6.1.3 The parent/legal guardian must be also be present if the training is provided by a third party and sign off on Form 316-4 Training Record and Acknowledgment/Consent.

Administrative Procedures Manual	Administrative Procedure 316
	Administration of Medication, Medical Treatment to Students and Third Party Training
Page 5 of 6	APPROVED: September 2013 AMENDED/REVIEWED: October 2019 September 2019, July 2018, September 2020, August 2021, October 2021
LEGAL REFERENCE:	Section 3, 11, 31, 32, 33, 52, 53, 196, 197, 222 Education Act Emergency Medical Aid Act Occupational Health and Safety Act Guidelines for Supporting Students with Type 1 Diabetes in Schools

7. Medication Administered by Non-Division Staff

- 7.1 The medication and other health needs of a student may be met at school by a private practitioner or agency provided that arrangements are:
- 7.1.1 Consistent with the provision of this Administrative Procedure;
 - 7.1.2 Acceptable to and approved by the Principal; and
 - 7.1.3 Drawn up in an agreement signed by the parent.

8. Storage and Handling of Medication

- 8.1 The student will be expected to assume as much responsibility as possible for the handling and administration of the medication.
- 8.2 Medications are to be stored at school in accordance with the following requirements:
- 8.2.1 In the case of students who are self-medicating:
 - 8.2.1.1 Unless the Principal makes arrangements for storage, medication is to be restricted to a single day's dosage.
 - 8.2.1.2 The student is to ensure that medications are handled in a safe and responsible manner.
 - 8.3 When medication is accepted for administration to a student, or when a student is permitted to bring a quantity of medication exceeding a single day's requirements, the following will apply:
 - 8.3.1 Arrangements are to be made for delivery of the medication to the school in a responsible way and for storage of the medication in a place which is secure, and which meets the storage instructions provided by the student's parent and/or physician.
 - 8.3.2 Unused medications are to be returned to the parent at the end of the school year.

Administrative Procedures Manual	Administrative Procedure 316
	Administration of Medication, Medical Treatment to Students and Third Party Training
Page 6 of 6	APPROVED: September 2013 AMENDED/REVIEWED: October 2019, September 2019, July 2018, September 2020, August 2021, October 2021
LEGAL REFERENCE:	Section 3, 11, 31, 32, 33, 52, 53, 196, 197, 222 Education Act Emergency Medical Aid Act Occupational Health and Safety Act Guidelines for Supporting Students with Type 1 Diabetes in Schools

9. The non-emergent treatment of specific conditions, such as Type 1 Diabetes or tube feeding, is to be handled in accordance with Administration of Medication or Medical Treatment provisions of this Administrative Procedure. In addition, an Individual Care Plan for students with Type 1 Diabetes shall be created, if necessary, in accordance with [Guidelines for Supporting Students with Type 1 Diabetes in Schools](#).

10. Staff may assist the younger students with the monitoring of their health conditions.

11. Severe Medical Conditions

At times, students with severe medical conditions are identified for whom extensive, well articulated response plans are required. These cases may involve, but is not exclusive to, a “Do Not Resuscitate Order” (DNR). In these cases,

- 11.1 Principals must not debate the situation with the parents/guardians but must contact the Director of Student Services, or designate, who will involve the appropriate personnel to create a school response plan.
- 11.2 Principals must ensure completion of and provide a copy of the final school-based response plan to:
 - 11.2.1 Director of Inclusive Learning, or Designate
 - 11.2.2 Deputy Superintendent
 - 11.2.3 Secretary Treasurer.
- 11.3 Principal must also advise the Superintendent, or designate, of situations where a DNR Order or other highly involved medical procedure is in place.