

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Administering Medications & Medical Treatment to Students			
Procedure Type:	School Operations	Implementation Date:	NOV 10, 2010
Procedure Number:	4.28	Last Approval Date:	MAY 8, 2024
AP Owner:	Student Services Coordinator	Last Reviewed:	MAY 8, 2024
Legal Reference(s):	<i>The Education Act – Sections 85, 86, 87, 108, 109, 142, 175, 188, 190, 232</i> <i>The Emergency Medical Aid Act, 1978</i> <i>Ministry of Education Policy Statement; Supporting students with potentially life-threatening medical conditions</i>		

Background

Living Sky School Division (LSKYSD) recognizes that some students may require:

- essential oral and/or injectable medication on a regular basis,
- essential oral and/or injectable medication in an emergency,
- essential medical procedures.

Scope

This procedure applies to students requiring **essential medication** or **medical procedures** that cannot be administered or performed outside of regular school hours.

Definitions

Essential medication is a medication prescribed by a physician and necessary for the student's health or well-being.

Essential procedure is a procedure prescribed for a student by a physician and necessary for the student's health or well-being. Examples of an essential procedure could include:

- gastrostomy feeds,
- catheterization,
- suctioning,
- response to seizures,
- blood glucose monitoring,
- response to low blood sugar emergencies,
- administration of oxygen,
- administration of an epi-pen

Anaphylactic reactions are those severe allergy reactions that are life threatening and require immediate medical attention.

Procedures

1. Essential Medications and Procedures
 - a. The principal or designate (i.e., student services teacher) is to ensure that students requiring medications or medical procedures during school hours are identified and that *4.28A Consent to Administer Medication Form*, or *4.28B Consent to the Administration of Prescribed Medical Procedure(s) Form* has been completed and filed **prior** to administering medications or procedures.



- b. The principal, student services, and school-based staff are to determine staff members responsible for administering the service.
 - c. The principal or designate is to ensure that:
 - i. The staff is sufficiently trained to carry out the required procedures
 - ii. Assistance, when necessary, is sought from parents, the health nurse, and/or other health professionals.
 - iii. A secure and proper location is provided for the location and administration of medications or medical procedures.
 - iv. Daily medication records are established and maintained.
 - v. Medications have dispensing instructions on the medication container's official label of the pharmacy.
 - d. Prior to school excursions the teacher is to ensure that:
 - i. The parent or guardian has been informed of the excursion's nature and consented to the student's involvement in it.
 - ii. An Emergency Care Response Plan specific to the excursion is developed with the parent or guardian.
2. Medication in an Emergency Situation
 - a. In response to a parent or guardian's identification of a student(s) who may require emergency attention that requires an injected medication (i.e., because of a severe allergic reaction or in response to a seizure), the principal or designate is to:
 - i. Require the parent/guardian provide the school with the appropriate medication or injection device (i.e., EPIPEN) and a list of foods or other allergens which trigger an anaphylactic reaction,
 - ii. Prepare, in consultation with the parent/guardian and physician, a written Emergency Care Response Plan form, to be kept on file at the school,
 - iii. Make school-based staff aware of the identity of the student(s), and
 - iv. Arrange an in-service for all school-based employees regarding the possible emergency, the Emergency Care Response Plan, and how to administer the medication or use the injection device.
 - v. Avoid using the classroom(s) of children with food allergens as a lunchroom and/or establish an "allergen-free" or "allergen alert" area.
 - vi. Permission to post and/or distribute photographs and medical information in key locations such as classrooms, school buses, staff rooms, etc.
 - b. At the classroom level, the teacher shall;
 - i. Require a list of ingredients in foods provided for special occasions,
 - ii. Teach students the dangers of anaphylaxis and the dangers of sharing or trading lunches
3. All medical records will be maintained according to the Records, Retention and Disposal Guide for Saskatchewan School Divisions.
 - a. Documentation of students as described here must be kept in a location that all staff can access, the classroom, and bus, if the student is a rider in a way that does not expose the student's identity to anyone other than school staff who might be in these areas (i.e., a duotang or small binder)

Appendices

- 4.28A Consent to Administration of Medication
- 4.28B Consent to Administration of Essential Medical Treatment
- 4.28C Emergency Care Response Plan
- 4.28D Seizure Action Plan



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4.28E Anaphylaxis Emergency Plan

Related

4.30 Medical/Emergency Treatment of Students

[Ministry of Education Policy Statement; Supporting students with potentially life-threatening medical conditions](#)

[Food Allergy Canada website](#)