

## **Administrative Procedure 316**

# **ADMINISTRATION OF MEDICAL ASSISTANCE TO STUDENTS**

### **Background:**

The Division recognizes that a student's medical condition does not disentitle him/her to an educational program. Furthermore, the Division recognizes that there will be various medical needs which may affect the nature of the educational program, the means and location of delivery.

For those students with identifiable medical needs, where possible, those needs will be accommodated in the schools, in keeping with the following procedures.

The Division recognizes, however, that the specialized health care needs of students must remain the responsibility of the parent/guardian of the child and their family physician and that the role of school personnel will be of a secondary and supportive nature only.

### **Procedures**

1. Administration of prescribed medication on a short term basis may be permitted. (Parents will contact the Principal or Vice-Principal to make arrangements).
2. No medications will be provided by the schools for a student's use.
3. Each school will maintain a First Aid Kit with adequate supplies. (Minimum level as recommended by Occupational Health and Safety).
4. School staffs must administer only medical assistance which they are competent to administer and must, in the case of emergency, solicit immediately the assistance of qualified medical personnel.
5. Parents/guardians are expected to inform their child's classroom teacher or Principal at the beginning of each school year or upon initial registration, as to any medical condition that may require the attention of school personnel. Parents are also expected to notify school personnel when there are significant changes

- in the medical condition of their child. Parents are to be reminded of this expectation through school handbooks and school newsletters.
6. The basic responsibility for medical assistance rests with the parents, however teachers are to, at the start of each year/semester, ask students to inform them of any medical conditions that may, from time to time, require their attention.
  7. Parents/guardians requesting school assistance with regard to a child's ongoing medical needs will be required to complete the Administration of Medication/Medical Assistance form (Form 316-1) outlining the nature of the medical needs of their child and the requested assistance. If the Principal concurs with the request, he/she shall make the necessary arrangements to fulfill the request. Where certain medical procedures are required on an ongoing basis
    - 7.1. Doctor/Nurse will be requested to provide instruction and supervision to the staff. (Parent's responsibility to make appointment). A signed statement by the Doctor/Nurse will indicate that the school staff involved have been observed and are performing the medical procedures in a proper manner.
- All such forms are to be retained in the student's cumulative record folder and a copy filed with the Superintendent of Student Services.
8. If the request is extraordinary in nature, the Principal shall discuss it with the Superintendent of Student Services prior to taking action on the request. If the request is denied the parent/guardian will be required to make alternate arrangements.
  9. The Principal shall be responsible for making suitable arrangements for the administration of approved medication or medical assistance.
    - 9.1. All medications shall be stored in an appropriate location (a locked desk, compartment or file cabinet in an office or classroom).
    - 9.2. A record shall be kept of the administration of all medications. (Such record will be on the prescribed form).
  10. Parents/guardians may appeal to the Board decisions made by Division personnel in the administration of this procedure.

**Reference:**

Section 85, 87, 108, 109, 175, 188, 190 Education Act

**Revised:**

June 2009

April 2018