

Fort McMurray Catholic Schools

Operating Policies and Procedures

OP 371 - Medical Assistance to Students and Children

Policy

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.

Procedures

A. Administration of Prescription Drugs

The principal may agree to provide a monitoring function in those cases where a student must receive medication prescribed by a medical practitioner during the school day or co-curricular activity and is unable to self-administer the medication.

A Child Care Program Supervisor or Manager may also agree to provide the same services for children in Child Care Programs. The Manager/Supervisor may seek the advice of the Program Licensing Officer.

A school medication administration plan must be completed by the parent for each medication order (See Medication Administration Plan). One medication order may include a number of medications. The Principal/Supervisor and any designees should meet with the parent to review specific instructions and any necessary emergency procedures. The plan will include the following items:

- Medication information, including name of medication and dosage
- Storage requirements
- Things the student should avoid
- Signs of emergency
- Specific instruction for medication administration and emergency plan.
- Any emergency medication, if required.
- Parent signature.
- Principal's/Supervisor's signature.

Where a Principal or Program Supervisor assumes responsibility for monitoring the administration of prescription and non-prescription medication, it is essential that medical directions (medical plan) be reviewed and a record be kept that should include the following:

- Student's name and parent contact information
- Emergency contacts
- Medical condition and Name of the medication(s)

- Name of Physician who prescribed
- Directions for medication administration including date ordered, dose, frequency, and time to be administered
- Possible side effects
- Notes of any related incidents
- Any Reactions
- Breaks in routine
- Related communication with parents and physician; and
- Parent's signature

At the time of medication administration to a child, staff must ensure that the following information is recorded:

- the name of the medication;
- the time of administration;
- the amount administered;
- the initials of the person who administered the medication.

All medication, except medication that may be needed in an emergency, is stored in a locked container that is inaccessible to children.

The Principal/Child Care Program Supervisor shall ensure that staff monitoring the administration of any medication is informed in advance concerning possible reactions, which may occur, and the appropriate procedures to follow. Parents and the student's physician or personnel of a Health Unit, or Licensing Officer should be consulted as necessary.

Students may be granted permission to self-administer some medications (i.e., Epinephrine, Insulin, Inhalers), when directed by their parent and if they demonstrate the ability for responsible self-medication. Parent permission is required. Regular monitoring and evaluation is the responsibility of the parents in consultation with their family physician and school Principal.

The school has the right to discontinue self-administration of medication if the student abuses the privilege or the safety of other students or children is compromised.

Students requiring medication administration in athletic areas or on out-of-school trips are required to follow the same procedures as those used in the school setting.

Students who have been allowed to self-administer their medication must also remind the supervisor when leaving for school trips. A copy of the medication administration authorization, medication plan, and record forms should be taken on all out-of-school trips in case of emergency.

B. Life-Threatening Medical Conditions

The Principal or Child Care Program Supervisor shall:

- a. through registration procedures or other communication means, and in consultation with parents, attempt to identify students who are subject to medical conditions which may be life threatening and who, therefore, may require specific medical attention;
- b. Parents of students who are transported by school bus must complete the Bus Transportation Information Form. The school bus driver will only administer required medication in response to a student emergency (i.e., Epipen).
- c. ensure staff members including volunteers, school bus drivers and substitutes are informed of any required emergency procedures;
- d. seek specific instructions (medical plan) from parents in regards to medical procedures and see that staff are available to apply the medical procedures as required;
- e. request a written confirmation from the parent and the attending physician that the medical procedure is:
 - f. of such a simplistic nature that a non-medical person could successfully perform the function or procedure;
 - g. must be performed during regular school hours and /or approved school activities;
 - h. is critical to the well-being and functioning of the student;
 - i. not available through other reasonable method of delivery.

C. Serious Injury, accident or illness

Any staff member may administer medical assistance to students or children that suffered an injury or are sick while under their supervision. The following procedures will apply:

- a. The nature and extent of the injury or illness must first be ascertained, The staff member should apply first aid treatment if required and practical, and if the staff member is competent to do so. Bleeding should be controlled as required;

- b. The school office, office or supervisor will be contacted at the earliest opportunity. Where necessary, 911 will be called for medical support and/or the dispatch of paramedics and transportation to the nearest medical facility.
- c. The staff member should stay with the injured person at all times and direct a responsible person to notify the school office and seek assistance. If there is any doubt about the extent of the injury, especially if the injury seems serious or if there is an internal injury, a fracture of the skull, spine or leg, the student should not be moved, but should be made as comfortable as possible and kept warm until expert assistance is secured;
- d. The parent of an injured student should be contacted as soon as possible by the school Principal/Supervisor and fully advised of the situation;
- e. In exceptional circumstances, the Principal or Program Supervisor may authorize the transportation of the student/children by a staff member to a medical facility where the parent is not available and the use of an ambulance is not necessary or deemed appropriate.
- f. If the injury appears to be minor and the student is able to walk or can be safely carried, he/she should be taken to the medical room of the school and made as comfortable as possible.
- g. Students who become ill at school or receive a minor injury must not be sent home unless the parents have been contacted and the parent picks up the child.

D. Non-Prescription Drugs

Non-prescription drugs shall not be purchased on Board or school accounts nor be distributed to any student or children.

E. Legal Consent for Medical Treatment

Staff shall not, under any circumstances, give legal consent for a medical treatment of a student. In the event that a medical practitioner, because of a lack of valid consent refuses to provide medical treatment to a student, the employee shall:

- a. Advise the Principal/Supervisor of the problem and the recommendation of the medical practitioner;
- b. Continue to attempt to contact the parents; and
- c. Defer to the opinion of the medical practitioner.

References:

- Alberta School Act, Para 3 & 45(8)
- Executive Limitation (EL) 2 – Safe, Healthy & Secure Environment

Cross References:

- FMCS Handbook for the Prevention and Management of Critical Incidents
- FMCSD Emergency Call List

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