

## **ADMINISTERING MEDICATION AND/OR MEDICAL ASSISTANCE TO STUDENTS**

### **Background**

Students who are on medication and/or who require medical assistance which they have to take or have provided during school hours are to be treated with the utmost care. In order to avoid any confusion over what is or is not required, the following procedures for the administration of medication or medical assistance are to be strictly adhered to.

### **Procedures**

1. When a child/student is registered, the designated school staff will confirm with parents/guardians medical conditions such as severe allergies and situations that may require medical intervention during school hours.

If required parents must complete form 316-1 Severe Allergy Alert or 316-2 Administering Prescription Medication to Children/Students

2. In an emergency situation, a Division employee is expected to act as a responsible parent might in the administration of medication or medical assistance/intervention in any form to any child.

3. Non-Severe Allergies and Medical Conditions

- 3.1 Parents may request that medication be administered to a child during school hours. The medication must:

- 3.1.1 be provided in the original labeled prescription bottle. (Form 316-2).
- 3.1.2 specify the time(s) at which such medication is to be administered.
- 3.1.3 specify the exact dosage and method of administration.
- 3.1.4 specify the duration of the treatment.
- 3.1.5 outline procedures to be followed in case of suspected adverse reaction.

- 3.2 No employee shall administer any prescription medication to any student unless the above conditions have been met.

- 3.2.1 No medication (prescription or non-prescription) will be administered to a child/student without written consent from a parent. Any medication must be provided to the school and labelled for the intended child/student.

4. Severe Allergies, Medical Conditions and Medical Assistance

- 4.1 When a student has a life threatening medical condition the following shall apply:

- 4.1.1 Responsibilities of Parent(s)/Guardian(s) - Appendix A

- 4.2 Responsibilities of the Principal – Appendix B
- 4.3 Responsibilities of the Student – Appendix C
- 4.4 Responsibilities of the Teacher and Staff - Appendix D
- 4.5 Responsibilities of Bus Drivers – Appendix E
- 4.6 Responsibilities of All Parents
  - 4.6.1 Respond cooperatively to requests from the Principal to eliminate allergens from packed lunches and snacks;
  - 4.6.2 Participate in parent information sessions;
  - 4.6.3 Encourage children to respect anaphylactic student and school procedures; and
  - 4.6.4 Inform the teacher prior to distribution of food products to any student in the school.
- 4.7 Responsibilities of All Students
  - 4.7.1 Learn to recognize symptoms of an anaphylactic reaction;
  - 4.7.2 Avoid sharing food, especially with anaphylactic students;
  - 4.7.3 Follow school rules about keeping allergens out of the classroom and washing hands; and
  - 4.7.4 Refrain from bullying or teasing a child with a severe allergy.

Adopted/Revised: JUN 2016/NOV 2019/FEB 2020/MAY 2020/OCT 2021

Reference: Section 3, 7, 11, 33,52,53,196,197,222 Education Act  
Freedom of Information and Protection of Privacy Act  
Emergency Medical Aid Act  
Occupational Health and Safety Act  
Guidelines for Child/Student Focused Medication Management (CSFMM) In Preschool and School Settings - Alberta Health Services  
Anaphylaxis: A Handbook for School Boards-Canadian School Boards Association  
ATA Provision of Medical Services to Medically Fragile Students