



ADMINISTRATIVE PROCEDURE
825-005 Administration of Medication
Procedures or Health Support Services,
and Emergency Response

DIRECTIONAL
POLICY

825-Student Achievement and
Well-Being

TITLE OF ADMINISTRATIVE PROCEDURE:

ADMINISTRATION OF MEDICATION PROCEDURES OR HEALTH SUPPORT SERVICES,
AND EMERGENCY RESPONSE

DATE APPROVED:

January 25, 2016

PROJECTED REVIEW DATE:

January 26, 2021

DIRECTIONAL POLICY ALIGNMENT:

Student Achievement and Well-Being

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN (MYSP):

The Administration of Medication Procedures or Health Support Services, and Emergency Response Administrative Procedures support our Vision for achieving excellence in Catholic Education through an unwavering focus on learning, leadership and service. This Vision calls the Board to these Strategic Priorities:

- ensure our structures, processes, relationships, and actions reflect our Gospel Values and Catholic Social Teachings;
- implement the most effective, evidenced-based instructional and assessment practices to help all students meet the Catholic School Graduate Expectations;
- embed technology to support digital literacy, creativity, innovation, collaboration, and the learning needs of all students;
- develop the intellectual, spiritual, mental, physical, and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments;
- implement fair and transparent processes in recruitment, leadership, talent development, and succession planning to ensure our employees have the necessary knowledge, skills, and attributes to support our Vision.

ACTION REQUIRED/GUIDELINES:

GUIDELINES:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to providing medical, emergency, and health support with respect and dignity to students who require it in order to attend school.

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to administer medication, provide services, and respond to emergency medical conditions to allow students to attend school.

Board employees, in place of the parent/guardian, are expected to perform health-related tasks including preventative strategies to support students safely and allow them to participate in school.

The Board recognizes that, in the event of an emergency administration of medication, when provided in good faith in response to an anaphylactic episode (in accordance with Sabrina's Law 2005) or asthma episode (in accordance with Ryan's Law 2015), no action or other proceeding for damages shall be commenced for an act or omission done or omitted by a person in good faith, in the execution or intended execution of any duty or power under these Acts.

RESPONSIBILITIES:

Principals and Vice-Principals are responsible for:

- considering the needs of students with medical conditions in providing a safe environment (e.g., cleaning procedures, removing insect nests, no open disposal containers, developing awareness, and monitoring procedures for food allergies, etc.).
- encouraging students who require short term medication to have the medication administered at home (e.g., cold medications, antibiotics), when possible. If a student does require short term medications at school and they cannot self administer them, written instructions from the parent/guardian are required. The procedures in this Policy are not required for students who are able to self administer medication (e.g., inhalers, headaches medication).
- ensuring:
 - (a) that medication, a health support, or an emergency procedure are administered with staff supervision when required during school activities;
 - (b) that the parent/guardian has the authorization forms signed by the physician, purchases and provides the school with the medication (e.g., a yearly updated prescription);
 - (c) that it is appropriate for employees to provide the services (e.g., PPM 81, Special Education Services staff advice, Five Counties Children's Centre report, etc.), and that training, if required, be provided;
 - (d) that employees and/or alternates responsible for carrying out these procedures are clearly identified to all parties if the request is granted.
- ensuring that the parent/guardian correctly completes the appropriate form:
 - (a) Authorization for Administration of Medication,
 - (b) Authorization for Administration of Special Services, or
 - (c) Emergency Response Procedures for Medical Conditions.

The form will be signed by the physician, or a signed report from the physician will be attached.

It is understood that a pre-authorized consent form is not required for the emergency application of an epinephrine auto-injector pen or asthma medication. Every effort is to be made by school staff to obtain a "Request and Consent for the Administration of Medication" form for each student who may require the administration of medication.

- ensuring that the parent/guardian provides a revised authorization form at the beginning of each school year (or attached report) whenever there is a change in medication, health support, or emergency procedure. Parents/guardians are encouraged to bring computerized information about medications from their physician or pharmacist.

- ensuring that medications stored at school are:
 - (a) appropriately labelled (in the original container) with the student's name, medication name, amount required, time and frequency, expiration date, and include any special instructions regarding side effects or emergency procedures;
 - (b) securely and appropriately stored in central location(s) to avoid loss or tampering (e.g., locked box or refrigerator);
 - (c) available and accessible for students with Emergency Response Procedures (some medications must be carried by student, e.g., epipen, inhaler);
 - (d) administered to the appropriate student and documented on the Student Medication Log/Emergency Procedures for Medical Conditions which is maintained for each student;
 - (e) returned to parent/guardian at the end of each school year or when the medication is changed, discontinued, or expired. This will be noted on the Student Medication Log.
- ensuring that the completed Emergency Response Procedures for Medical Conditions are posted in the staff room (or central location), and that all staff, including supply, are aware of the students and procedures.
- developing with staff and the parent/guardian appropriate student participation plans and emergency response procedures for school outings (e.g., parent/guardian supervision, storage, and accessibility of medication, educational assistant support, etc.).
- ensuring that the parent/guardian is immediately notified if:
 - the Emergency Response Procedures are enacted;
 - any adverse reactions to medication or health procedure; or
 - if a student refuses to comply with a procedure outlined.

If resolution is not possible when contacting a parent/guardian or physician, the principal may determine if the procedure can be provided or if the student remains in attendance. This should be documented in the Medication Log or Emergency form.

- ensuring that his/her appropriate supervisory officer is informed of the events following enactment of any Emergency Response Procedure.
- ensuring that the student forms are stored in the Ontario Student Record (O.S.R.) at the completion of each year (Medication Logs stored for one year), Special Services (i.e. Health Support and medication required at school) are noted in the Health Services section of the Individual Education Plan (IEP).
- maintaining a list of students requiring medication, health support services, and emergency procedures, and establish an annual review process.

Board Employees are responsible for:

- when administering medication,
 - to examine the medication container to review the student's name, medication name, amount (e.g., milligrams), time and frequency, and any special instructions regarding emergency procedures or side-effects prior to each administration. Examine the medication log to ensure that the information recorded on it corresponds with that of the medical container. If there is a discrepancy, the parents/guardians should be contacted immediately;
 - to take every precaution to safeguard the privacy of the student. This includes speaking with students individually, providing private locations for administration of medication and health support services, and maintaining confidentiality when completing the Medication Log;
 - to observe the student to ensure that the medication is consumed, and document date on the Medication Log;
 - to dispose of syringes, needles, equipment in a safe manner (place in labelled hard plastic container and dispose with biohazardous waste).

- permitting a pupil to carry his or her asthma medication if the pupil has his or her parent's or guardian's permission. If the pupil is 16 years or older, the pupil is not required to have his or her parent's or guardian's permission to carry his or her asthma medication.
- if an employee has reason to believe that a pupil is experiencing an asthma exacerbation, administer asthma medication to the pupil for the treatment of the exacerbation, even if there is no pre-authorization to do so.

Parents/Guardians and the pupil are responsible for:

- ensuring that the information provided to the school on the pupil is kept up-to-date, including the medication that the student is taking.

Employees are only covered by Board Liability Insurance when following the outlined procedures.

Employees may have legitimate reasons for refusing to administer medication or provide health support services. If suitable arrangements cannot be made, the principal shall refer the matter to the superintendent of schools to ensure the safety and well-being of students.

Refer to Policy 404 regarding more information and procedures about Anaphylaxis. Public Health Unit staff may also be available to address parents, students, and teachers about health issues such as allergic reactions and emergency measures.

PROGRESS INDICATORS:

PVNC school staff administer medication, provide services, and respond to emergency medical conditions to support student safety, and to allow students to participate in school.

DEFINITIONS:

ANAPHYLAXIS

Anaphylaxis is a severe allergic reaction.

ASTHMA

Asthma, as defined by the Ontario Lung Association, is a common chronic (longterm) lung disease that can make it hard to breathe. People with asthma have sensitive airways that react to triggers. There are many different types of triggers such as exercise, poor air quality, mold, dust, pollen, viral infections, animals, smoke and cold air. Symptoms of asthma are variable and can include coughing, wheezing, difficulty breathing, shortness of breath and chest tightness. The symptoms can range from mild to severe and sometimes could be life threatening.

COMMON HEALTH SUPPORT

Common health support procedures that may be required include lifting, toileting, respiration, catheterization, and specific therapy activities determined and defined by health care providers and necessary to be provided at school.

MEDICATION

Medication refers to the medications that are prescribed by a healthcare provider and, by necessity, may be administered to a student, or taken by the student during school hours or school related activities.

TRAINING

Training may be provided by Board staff, health professionals, or, in some cases, parents/guardians.

AUTHORIZATION FORMS

Authorization forms are intended for long term medications that require assistance and that cannot be self administered. Short term medications only require written instructions by parents/guardians (e.g. antihistamines, antibiotics).

REFERENCES:

Sabrina's Law - click [here](#)

Ministry Memorandum dated April 30, 2015 – *Ryan's Law (Ensuring Asthma Friendly Schools)* – Implementation of Next Steps.

Ryan's Law - click [here](#)

RELATED ADMINISTRATIVE PROCEDURES:

AP-HS-404, Anaphylaxis: Reducing the Risks

RELATED FORMS:

Health 2, Authorization for Administration of Medication

Health 3, Authorization for Administration of Special Services

Health 4, Student Medication Log

Health 5, Emergency Response Procedures for Medical Conditions

RESOURCE:

NOTES: