



## **MEDICAL ALERT, MEDICAL CONDITIONS AND ADMINISTRATION OF MEDICATIONS**

### **Background**

Except in special circumstances, it is the parents' responsibility to administer medication to their children during school hours, and medication schedules are to be adjusted so as not to involve school personnel or unduly interfere with school activities. Principals are not to assume the responsibility of supervising students who can administer medication themselves.

Although Principals will, as necessary, accept the responsibility for administering medications in the following special circumstances:

- Emergency situations where medication needs are documented in a Health Plan (anaphylaxis, seizure, allergies) as a response to a Medical Alert, e.g., epi-pen in response to an allergic reaction.
- Situations where the administration of medication is part of the Care Plan for students with Level 2 health needs.
- Situations where the student is at risk for exhibiting dangerous behavior.

Prior to administering medication in each of the circumstances above, school personnel (principal, office manager) assigned to administer medication will receive initial training by the public health nurse with assistance from parents as appropriate.

Medication administered by school personnel will be properly authorized by a licensed physician and dispensed from the original container provided by the parents. The Principal will maintain an inventory of medications stored by the school, and administration will be recorded on a Medication Log (Form 316-4). All medication stored by the Principal will be secured in a safe unlocked location.

### **Procedures**

#### **1. Student Registration and Demographic Updates**

- 1.1. At the beginning of the school year a Student Verification form (Form 300-1) will be completed by the parent for each student. If the Medical area is checked, the parent will be asked to fill out a Medical Information form (Form 316-1). For students with



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- medical alerts, the Principal will request the parent to complete and sign a Health Plan form (Form 316-2).
- 1.2. When a new student registers, a Student Registration form (Form 300-1) is to be completed by the parent. If the Medical area is checked, the parent will be asked to complete a Medical Information form (Form 316-1). For students with medical alerts, the Principal will request the parent to complete and sign a Health Plan form (Form 316-2).
  2. It is the parent's responsibility to inform the school of any changes in their child's medical condition.
  3. Parent consent on the Medical Information form (Form 316-1) is necessary in order that the student's name and information may be shared with other District departments (e.g., Transportation) or with community persons (e.g., parent chaperones on school/District sponsored In-District and/or Out-of-District activities).
  4. Information on students with medical problems is not to be posted.
    - 4.1. Upon receipt of the required information, the Public Health nurse, at the request of the Principal, will assist school personnel/parents in the development/review of processes to ensure:
      - 4.1.1. The information received is accurate.
      - 4.1.2. Designated school staff have child specific training to respond as a judicious parent where the school can anticipate a significant situation. This includes anaphylaxis training for administering medication with an epi-pen.
    - 4.2. The Principal will then ensure that the information is inserted in a red medical binder, and a medical alert to the student information system.
    - 4.3. The Principal will inform the school staff of the students who have medical alerts and draw their attention to the red medical binder in the main office.
  5. Red Medical Binder
    - 5.1. A red medical binder will be used in each school to maintain a current record of student medical alerts and student medical conditions. This binder will be accessible to all staff in the main office of the school.
    - 5.2. The binder will consist of three sections: section one will be medical alerts, section two will be medical conditions, section 3 will be a list of students requiring medication to be administered. Each section will be preceded by an alphabetic index of student names. Subsequent information will be arranged alphabetically by student name after the index.
      - 5.2.1. The Medical Alert section will include for each designated student:
        - 5.2.1.1. A completed school Medical Information form (Form 316-1)



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- 5.2.1.2. A photo of the student
- 5.2.1.3. A Health Plan form (Form 316-2)
- 5.2.2. The Medical Conditions section will include a completed Medical Information form (Form 316-1) for each designated student.
- 5.2.3. The administration of medication section will include generic guidelines, a completed and authorized Request for Administration of Medication at School form (Form 316-3) and a Medication Log form (Form 316-4).

Reference: Sections 7, 8, 20, 22, 65, 84, 85, 95 *School Act*  
*Good Samaritan Act*  
School Regulation 265/89

Adopted: September 24, 1996  
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