

Administrative Procedure		Nicola Similkameen School District
Section:	Students, Instruction & School Operations	
Title:	Administration of Medication	

Background

The primary responsibility of schools is the education of the students. However, in an effort to maintain the health and safety of students, it may sometimes be necessary to provide medical treatment for some students while they are at school. These students are commonly referred to as students with a Medical Alert Condition.

These conditions are those that are physician diagnosed, potentially life-threatening and include:

- Diabetes,
- Epilepsy/Seizure Disorders,
- Anaphylaxis (history of a severe allergy response which requires planned care and support inside as well as outside the school environment, e.g., field trips),
- Severe Asthma (history of episodes requiring immediate medical treatment or a history of requiring immediate medical administration to avert an emergency),
- Blood clotting disorders such as hemophilia that require immediate medical care in the event of injury,
- Serious heart conditions,
- Other conditions that may require emergency care as determined in consultation with parent/guardian/student, family physician, school and Medical Health Officer or designate.

Procedures:

Developing the Plan

1. The Principal has primary responsibility for ensuring the health, safety and well-being of students during school hours. To ensure that students with Medical Alert Conditions will be reasonably accommodated, each school in the district must have a Medical Alert Plan in place that will meet the health and safety needs of the students it serves. The Plan should be posted in each school's staff room or other appropriate place.
 - 1.1 School staff should only administer medical support or medication that has been prescribed by the student's physician and appropriate documentation has been provided to the school. Medication must be provided to the school in the original container and include the prescription and directions. Any over-the-counter medication will require a physician's note as well.
 - 1.2 When a student requires medical support at school, treatment should be provided within the limits of information, medication, and equipment provided by the parents/guardians, the physician, and appropriate employees of the Health Region (e.g. Public Health Nurse).

- 1.3 A member of the school staff should only administer medical treatment if the parents/guardians, the student him/herself, or another agency, cannot reasonably administer it.
- 1.4 In the event of a life-threatening emergency, it is the responsibility of any staff member to provide treatment, though the most qualified person would be the more appropriate person to do so.
- 1.5 Those providing the treatment are protected as provided by Section 94 of the School Act and the district's insurance coverage. The Board will provide employees with indemnification in accordance with Indemnification Bylaw #2-96.
- 1.6 School staff should not administer short-term prescriptions (less than three weeks) and non-prescription medications (e.g. Aspirin, Tylenol, Benadryl, etc.), unless authorized by a physician.
- 1.7 If, in the opinion of the principal, a student is able to administer her/his own prescribed medication while at school, a procedure should be implemented to inform appropriate staff members that this action has been approved.
- 1.8 In the event that parents/guardians notify a school in writing that they do not want members of the school staff to administer medical support to their child while he/she is at school, it will be understood that the parents/guardians assume full responsibility for any hardship that this request may cause for the student. A student in this situation must have a parent/guardian accompany him/her on out-of-school activities.

Role of Parents/Caregivers

2. The Parent/Guardian will:

- 2.1 Retain primary responsibility for managing his/her child's medication.
- 2.2 For medication given on a regular basis, where possible, and in consultation with their doctor, have medication administration times set for outside regular school hours, unless advised otherwise.
- 2.3 Complete the Medical Alert Planning Form and the Request for Medication Administration at School Form at the time of registration and ensure that the school is informed in a timely and accurate manner of any changes to the medical condition occurring during the school year.
- 2.4 Consult with the school staff and the Public Health Nurse to ensure that designated staff members are trained to assist the student in the event of an emergency.
- 2.5 Check the Medical Alert Planning Form at the beginning of each school year and revise it if medical conditions change during the year.
- 2.6 Ensure their son/daughter wears a Medical Alert Bracelet, if required.

Role of Principal

3. The Principal (or designate) will:

- 3.1 Collect demographic and health information about students with Medical conditions at the time of registration.

- 3.2 Give the parent/guardian of students with identified medical conditions a Medical Alert Planning Form and, if necessary, a Request for Medication Administration in School Form with instructions for completion and return of the form(s) to the school.
- 3.3 The parent/guardian should also be given a copy of this policy to assist them in understanding their own, the school's and the Public Health Nurse's responsibility.
- 3.4 Consult with the Public Health Nurse, as necessary, to clarify which students may require Medical Alert procedures.
- 3.5 Ensure that all staff members are aware of which students may require Medical procedures and where the plan/medication forms for these students are stored. This should be reviewed with the staff at least twice during the school year.
- 3.6 Consult with appropriate members of district staff to ensure that other employees who work with students from the school (i.e., secretaries, custodians, noon hour supervisors, Education Assistants, bus drivers, etc.) are trained to administer Medical Alert procedures in the case of an emergency.
- 3.7 Consult with the parents/guardians and Public Health Nurse to assure training is provided to appropriate school personnel for Medical Alert procedures that may be required by students. This training may be conducted by:
 - i. Parents/guardians/older student
 - ii. Parents/guardians/students with assistance of the Public Health Nurse
 - iii. The Public Health Nurse, when the parent/student is unable to train, or where training for a number of students is needed (e.g., use of Epi Pens).
- 3.8 Ensure that medication administered for both non life threatening health concerns and life threatening health concerns (e.g. epi pen, ana kit) are labeled and securely stored. It is understood that for some school activities, medication may be required at locations other than at the school (e.g., when students go on field trips).
- 3.9 Plan and implement a procedure that assures that staff members who administer medication to a student, sign and indicate the date and time that this action was taken.
- 3.10 Ensure that Medical Alert Planning Forms are reviewed and updated annually or when parents/guardians notify the school of changes in the student's medication or health condition.
- 3.11 Contact the parents/guardians of a student who refuses to take her/his medication or if there is reason to believe that a student is misusing his/her medication, or if the prescription supply is low. The date and time of this contact should be recorded.

Role of Public Health Nurse

4. It is expected that the Public Health Nurse will:
 - 4.1 Meet with the Principal at the beginning of each school year to discuss and review the Medical Alert Plan for the school, and the role of the Public Health Nurse.
 - 4.2 Refer new families/students with Medical Alert conditions to the school before the end of June when the student's condition is previously known to Public Health.

- 4.3 At the request of the Principal, review the Medical Alert Planning Forms collected at the time of registration to clarify which students actually have Medical Alert conditions that may require medical support while at school. This may involve additional clarification with the parents/guardians/older students, or the student's physician.
- 4.4 Work jointly with the parents/guardians and school staff members to finalize the Medical Alert Plan and to develop an appropriate training plan for staff members.
- 4.5 Provide information about Medical Alert conditions to school staff, parents/guardians and students as required, including safety options (e.g., Medical Alert bracelets).

Role of Staff Members:

5. The Classroom Teachers or other Staff Members in charge of students will:

- 5.1 Attend training sessions co-ordinated by the Principal (or delegate) and the Public Health Nurse to support a healthy environment for students who have Medical Alert conditions.
- 5.2 Prepare appropriate information for any Teachers on Call or other replacement staff members working with students under his/her authority.
- 5.3 Communicate to parents any changes to the classroom or school environment that may create a health concern for a student with a Medical Alert condition.

Date of Original Superintendent Approval: October 8, 2025

Date Amended:

Cross Reference: