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## ADMINISTRATIVE PROCEDURE 313

### MEDICAL CARE OF STUDENTS IN SCHOOL

#### Background

The Division is committed to providing a safe and healthy study and work environment for its students. The Division recognizes that staff members do not generally possess the expertise required to determine the need for, or the appropriate means of, administering medical care to students. The Division, nevertheless supports staff members who may be required to administer medication, medical care or emergency medical procedures to a student in order to preserve the life or physical well-being of that student.

#### Procedures

1. Doctrine of “in loco parentis”

In situations relating to the medical care of students, the Division recognizes that its staff members are subject to the responsibilities and limitations inherent in the common law doctrine of “in loco parentis” (Appendix 313A). Specifically, in loco parentis requires that:

- 1.1 A staff member act as would a reasonable and prudent parent in the same circumstances and conditions;
- 1.2 The staff member does not have all of the authority that a parent would have, i.e., staff members do not have the authority to provide consent for the medical treatment of a student; and,
- 1.3 The staff member recognizes the limitations of his/her ability to provide direct assistance.

2. The Principal may determine that school personnel will provide for the in-school medical treatment needs of a student in those circumstances where:

- ◆ Professional medical judgment is not required as to the need for, or the efficacy of, or the outcomes of the treatment;
- ◆ Special skills are not required in order to effect the treatment;
- ◆ The services cannot be rescheduled for out-of-school hours; or,
- ◆ Not providing the medical service will prevent attendance at school.

- 2.1 The administration of medical treatment of students, including the administration of medication, shall be limited to that which can be provided by teachers and

teacher aides who have received explicit instructions from the attending physician and the parent of the child with the medical condition.

- 2.2 Before a student is given physician prescribed medication or medical treatment during the school day or during school sponsored extra-curricular or co-curricular activities, the Principal shall
  - 2.2.1 Obtain from the parent or guardian a statement from the child's physician (From 313-1) outlining:
    - 2.2.1.1 The medication, the medication schedule and dosage;
    - 2.2.1.2 The kind of supervision required to administer the medication;
    - 2.2.1.3 The effects of failure to take the medication;
    - 2.2.1.4 Any adverse effects of the medication;
    - 2.2.1.5 The storage instructions including the need for security;
    - 2.2.1.6 The nature of the care required, including the equipment required and schedules;
    - 2.2.1.7 Procedures required in the event of emergency; and,
    - 2.2.1.8 Any training required for care givers.
  - 2.2.2 Obtain a written request (Form 313-1) from the parent or guardian to administer medication and/or carry out other medical procedure and obtain from the parent or guardian a statement that they are aware that:
    - 2.2.2.1 Those staff members responsible for administering medication or carrying out medical procedures have no special training or limited training; and,
    - 2.2.2.2 As safe an environment as possible will be provided both at school and during the time the student is being transported but that the level of supervision is limited by the expertise of the supervisors and the availability of supervisory staff.
  - 2.2.3 Inform the Health Unit Nurse when considered necessary.
  - 2.2.4 Assign to a staff member the responsibility for the administration of medication, for the security of medication, where necessary, and/or the responsibility for medical treatment prescribed by a physician for enrolled students. Those assigned staff members shall:
    - 2.2.4.1 Obtain written instructions in the correct means of administering and securing medication and/or providing other treatment to the student;

- 2.2.4.2 Administer medication and/or provide medical treatment in accordance with the schedule provided by the physician; and,
  - 2.2.4.3 Provide such security for the medication as deemed appropriate by the physician and the Principal.
- 2.2.5 Make provisions for the staff member assigned medical care duties to have the time required to be trained in the administration of required medications or medical treatments, the time to access, prepare and administer the prescribed medications or medical treatment as well as the time to complete any required records.
- 2.3 The Principal has the right to reject requests for administration of medication or medical procedures if the required information is not provided or if staff are not capable of performing the requested treatment.
- 2.4 The authorization for any medical care procedure, if granted by the Principal, shall be limited to the period of time established by the physician or for a period not exceeding the current school year. The Principal shall conduct a review and assessment prior to approving further requests for such treatment.
- 2.5 Where a staff member has been assigned responsibility to administer medication to, and/or provide treatment for a student the Principal shall maintain a record of such an assignment and the terms of the assignment.
- 2.6 In those instances where the student is deemed by the physician to be capable of self-administration of a prescribed medication a written request from the parent or guardian for the student to do so and containing all the required information for safe self-administration of the medication shall be provided to the Principal.
- 2.7 In those circumstances where monitoring of the self-administration of medication by a student is required the staff member designated by the Principal to carry out the monitoring shall:
  - 2.7.1 Monitor the student's compliance with the schedule;
  - 2.7.2 Provide security for the medication as is deemed necessary by the physician and the Principal; and,
  - 2.7.3 Keep a record of the student's compliance with the schedule.
- 2.8 In those cases where monitoring of the self-administration of medication is not required, provision for the security of the medication as is deemed necessary by the physician and the Principal shall be provided.
- 2.9 The Principal shall advise the parent or guardian of the child receiving treatment, that the parent or guardian is responsible for providing written notice from the physician, of any changes in the medication schedule or to medical procedures required by the physician.

- 2.10 Upon receiving notice of change to medication schedules or medical procedures the Principal shall forward a copy of the letter giving notice of change to the staff member designated.
  - 2.11 Medication of a non-prescribed nature, except that approved by the Division, shall not be purchased on the accounts of the Division or any of its schools or distributed to any student.
3. The Division recognizes that its staff members may from time to time encounter situations that necessitate taking immediate action supportive of a student's physical well-being.
  - 3.1 The Principal, through registration procedures and in consultation with parents or guardians, shall attempt to identify any students who are subject to medical conditions which may be life threatening and who, therefore, may require specific medical attention.
  - 3.2 The Principal shall ensure that all who may be involved with a student who has been identified in 3.1, are informed concerning any required emergency procedures. This would include school staff, volunteers, school bus drivers and substitutes.
  - 3.3 The Principal shall ensure that all who may be involved with a student who has been identified in 3.1, receive specific instruction by medically qualified personnel for any required emergency procedure, e.g., giving an injection for a severe allergic reaction etc.

Reference: Section 8, 13, 18, 20, 45, 57, 60, 61, 113 School Act  
Emergency Medical Aid Act

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