



## Student Health Services

### Background

KTCEA believes that good health is fundamental to a student's ability to learn. In some cases, students may require the implementation of health services within the course of a school day to maintain that student's capacity to learn or to protect the well-being of other students. KTCEA may administer health services to students directly at the request of parents or guardians, or may from time to time cooperate with other agencies, such as Alberta Health Services or other approved agents, for implementation of potential immunizations, speech pathology treatments or dental services, also subject to the expressed consent of parents or guardians.

### Guidelines

Responsibility for the health of a student ultimately lies with the parent or guardian. Notwithstanding that, KTCEA expects principals and office supervisors to implement site procedures for administering medication, delivering personal care or otherwise dealing with health concerns that may arise.

#	Procedure	Roles & Responsibilities
1.	A student may only receive medical services such as speech pathology, immunization or dental services from an external agency if written consent is obtained from a parent or guardian.	Principals
2.	No KTCEA staff or volunteer will administer a prescription or over-the-counter medication to a student in a non-emergency unless requested to do so by the student's parent or guardian, and after the parent or guardian has completed and signed an Administration of Medicine, Medical Treatment or Personal Care Form, which identifies how and when the medicine may be administered.	Staff
3.	It is the parent's responsibility to provide notification of significant health concerns to the school Principal upon registration, and shall update it <ul style="list-style-type: none"> <li>3.1 each year the child is enrolled,</li> <li>3.2 when a significant health concern is diagnosed,</li> <li>3.3 when a significant health concern changes,</li> <li>3.4 when a child changes schools.</li> </ul>	Parents, Guardians
4.	Relevant medical information shall be recorded in the student information system and included on the student's Instructional Support Plan (ISP), if applicable.	Principals
5.	Parents and guardians of students with known health concerns must complete an Administration of Medicine, Medical Treatment or Personal Care Form. It will include information such as: <ul style="list-style-type: none"> <li>5.1 an Emergency Response Protocol;</li> </ul>	Parents, Principals

	<p>5.2 copies of any prescriptions;</p> <p>5.3 any instructions from health professionals;</p> <p>5.4 the provision for and information regarding storage of medical supplies, including inhalers, injectors and monitors;</p> <p>5.5 a current emergency contact list;</p> <p>5.6 provision for the collection and storage of prescribed/required medical supports such as injectors or inhalers;</p> <p>5.7 procedures to be followed, including the timing, dosage and administration of medications;</p> <p>5.8 photograph of the student or child;</p> <p>5.9 off-campus, off-site, and/or lunch program procedures.</p> <p>Notwithstanding the provisions above, in a non-emergency situation, injection of any medication shall be administered only by a health professional, the parent or the individual student.</p>	
6.	<p>A principal, in consultation with school staff, may</p> <p>6.1 initiate training procedures for responsible staff to administer the requested services,</p> <p>6.2 request that the Administration of Medicine, Medical Treatment or Personal Care Form be signed by a registered physician,</p> <p>6.3 decline provision of the requested medical services in favor of the parent making arrangements for a qualified person or agency to administer the required services.</p>	Principals
7.	<p>Following submission and approval of an Administration of Medicine, Medical Treatment or Personal Care Form, parents or guardians will personally deliver all medications for their child to the school and will ensure provisions are in place for safe storage and replacement upon expiry.</p>	Parents
8.	<p>Medications that are to be administered on an as-needed basis following written instructions of a healthcare professional (pro re nata, or PRN medications), must be stored in pharmacy-labeled containers clearly marked with the student's name, dosage and time of administration of the medication, and must be held in storage to which access is restricted.</p>	Principals
9.	<p>Over-the-counter medications must be stored in the original manufacturer-labeled container clearly marked with the student's name, dosage and time of administration of the medication, and must be held in storage to which access is restricted.</p>	Principals
10	<p>The Principal shall alert staff members of the procedures for responding to emergency medical situations, and shall provide training for all staff members who may be in a position of responsibility for students with significant health concerns.</p>	Principals, Staff
11	<p>Any medications provided by the parent and which are not in the</p>	Principals

	student's possession shall be stored in a secure and accessible location in the school, and all individuals working with students shall be aware of the location of the medications, including inhalers and injectors.	
12	The Principal shall alert staff members of the procedures for responding to emergency medical situations, and shall provide training for all staff members who may be in a position of responsibility for students with significant health concerns.	Principals, Staff
13	The Principal shall work with the Associate Superintendent Corporate Services who shall notify bus contractors they are transporting students who may require the administration of emergency medication and ensure they receive the appropriate information, training and instruction.	Principals, Associate Superintendent Corporate Services, Bus Drivers
14	The Principal shall confidentially inform adults who work with students (for example, substitute teachers, practicum students, lunch supervisors, coaches and volunteers) of the identity of any student with significant health concerns and the identity of a staff member to contact immediately in case of an emergency.	Principals
15	In addition to submitting an Administration of Medicine, Medical Treatment or Personal Care Form, parents of students with severe allergies/anaphylaxis, asthma or diabetes must submit a specific Emergency Response Protocol outlining where emergency supplies and medical supports will be kept, such as EpiPens, inhalers and glucose monitoring equipment, and how treatments will be administered.	Parents
16	The Principal will notify the parent or guardian of any emergent health service administered to a child during a school day or event.	Principal

**Definitions:**

**Allergic Asthma** - means inflammation of tiny structures in your lungs that causes them to swell and restrict airflow.

**Anaphylaxis** - means an extreme allergic reaction that causes the throat to close, preventing air from getting through. Blood pressure can drop and the pulse can weaken, and if the restriction of air is prolonged an individual can become unconscious or fatal.

**Diabetes** - means a chronic disease in which the body either cannot produce insulin or cannot properly use the insulin it produces. Diabetes leads to high blood sugar levels, which can damage organs, blood vessels and nerves.

**Emergency Response Protocol** - means a written plan that outlines the actions required to address the specific needs of a student's particular health concerns.

**Medication** - means a drug obtained either through prescription by a physician or over the counter purchase.

**Medical Supports** - means equipment or accessories required to maintain health (e.g. injectors, inhalers).

**Risk Reduction Plan** - means a plan a school creates to reduce the risk of exposure to allergens or other triggers affecting life-threatening medical conditions.

**Significant Health Concerns** - means serious or life-threatening health conditions including, but not limited to, severe allergies, anaphylaxis, diabetes, and epilepsy.

**Student Health Plan** - means a formalized plan that provides a process of providing safe, consistent, and coordinated care of students and children diagnosed with a medical condition, and who may require staff to participate in the student or child's management and/or emergency care plan while at school.

### **References:**

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

Anaphylaxis Canada [www.anaphylaxis.ca](http://www.anaphylaxis.ca)

Anaphylaxis in Schools & Other Settings [cdnsba.org/wp-content/uploads/2014/09/Anaphylaxis\\_3rd\\_Edition.pdf](http://cdnsba.org/wp-content/uploads/2014/09/Anaphylaxis_3rd_Edition.pdf)

Canadian Society of Allergy and Clinical Immunology [csaci.ca/](http://csaci.ca/)

Capital Health, Community Health Services HEALTHY SCHOOLS

Information and Resources Manual, Revised 2001 07

Anaphylaxis: A Handbook for School Boards,

Canadian School Boards Association Allergy & Anaphylaxis Informational Response (AAIR)

(<http://www.education.alberta.ca/admin/healthandsafety/aair.aspx>)

Canadian Anaphylaxis Readiness Education (online program) (C.A.R.E)

(<http://www.learnalberta.ca>)

### **Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services.