



## Administering Medical Treatment to Students

### Background

KTCEA employees do not generally possess the expertise to determine the need for, or the appropriate means of, administering medical treatment to students. Nevertheless, a staff member may be required to administer medication or first aid treatment to a student in order to preserve the life or physical well being of the student.

Support to students that require prescribed medical treatment during the school day in order to maintain their physical and mental well being, may be required of the school staff. In such cases, the final responsibility for such medical treatment rests with the parent.

### Guidelines

#	Procedures	Roles and Responsibilities
1	<p>Under no circumstances will employees of KTCEA give legal consent to medical treatment of students in their charge. In the event medical treatment is refused by a medical practitioner because of lack of valid consent, the employee shall:</p> <ol style="list-style-type: none"> <li>1.1 Defer to the opinion of the medical practitioner.</li> <li>1.2 Advise the Principal of the problem and the recommendation of the medical practitioner.</li> <li>1.3 Continue to attempt to contact the parent or legal guardian.</li> </ol>	School Staff Principal
2	<p>Non-prescription drugs shall not be purchased on the accounts of KTCEA or the school, nor distributed to any student enrolled in a school operated by KTCEA.</p>	School Staff
3	<p>The administration of prescription drugs to students shall adhere to the following:</p> <ol style="list-style-type: none"> <li>3.1 If a student who is incapable of self-administration must receive medication prescribed by a medical practitioner during the school day or during an extracurricular or co-curricular activity, the Principal may agree to provide a monitoring or assisting function.</li> <li>3.2 The Principal shall consider the following factors in reaching a decision on whether or not to provide assistance:               <ol style="list-style-type: none"> <li>3.2.1 The assistance required is of such a nature that a layperson such as a teacher, teacher assistant, or paraprofessional could successfully perform the service.</li> </ol> </li> </ol>	Principal Teachers

	<p>3.2.2 The assistance has to be performed during regular school hours and /or approved school activities.</p> <p>3.2.3 The assistance is critical to the well being and functioning of the student.</p> <p>3.2.4 No other reasonable alternative is available in the community.</p> <p>3.2.5 There are appropriate resources available within the school.</p> <p>3.2.6 Appropriate training of staff will be provided if necessary.</p> <p>3.3 The agreement of the Principal is dependent upon receiving a request from the parents in writing that the school staff be involved in the administration of the medication.</p> <p>3.4 Where a staff member is designated by the Principal to monitor the administration of any medication, it is essential that medical directions be obtained from the physician and the parent and followed explicitly, and that adequate records are kept. For example:</p> <p>3.4.1 Student's name.</p> <p>3.4.2 Name of medication or preparation.</p> <p>3.4.3 Prescription number.</p> <p>3.4.4 Name of physician.</p> <p>3.4.5 Prescribed dosage during school hours.</p> <p>3.4.6 Observed dates and times of consumption.</p> <p>3.4.7 Notes of any related incidents.</p> <p>3.4.8 Reactions.</p> <p>3.4.9 Breaks in routine.</p> <p>3.4.10 Related communication with parents or physician.</p> <p>3.4.11 Extenuating circumstances.</p> <p>3.5 Only the Principal or the designated person shall administer the medication.</p> <p>3.6 All medication that is brought to school must be in the original container, labeled and left in a secure location.</p> <p>3.6.1 Epi-pens shall be housed in the main office, clearly marked with child's name and picture.</p> <p>3.7 The Principal has the authority to reject requests for the administration of prescription medication, which may require injections or other applications, which the staff are not qualified to perform. In such cases, the Principal shall inform the parents in writing of the inability of the staff to perform the necessary functions.</p>	
4	<p>In the event of a student having a life-threatening medical condition, the Principal shall:</p> <p>4.1 Through registration procedures and in consultation with the parents attempt to identify any students who are</p>	Principal

	<p>subject to medical conditions that may require specific medical attention.</p> <p>4.2 Obtain written advice using the statement of the child's health form from the parent as to the circumstances which may trigger an incident and the steps that must be taken to assist the student.</p> <p>4.3 Obtain details from the parent and the student's doctor as to the various reactions and conditions that may result if the medication program is not followed.</p> <p>4.4 Develop a procedure to inform the student's regular and substitute teachers of the medication program, and the various physical/medical manifestations that may occur from non-compliance with the schedule.</p> <p>4.5 Notify the parent immediately should a student suffer a reaction due to the medication program. If the parent cannot be contacted, the student is to be taken to a medical practitioner or hospital.</p>	
5	<p>In the case of severe allergic reactions that require immediate administration of medication or emergency procedures to prevent death or severe health complications, the rights and limitations inherent in the Emergency Medical Aid Act will apply and the following procedure will be followed:</p> <p>5.1 If a student is identified as having severe allergies that are potentially fatal or debilitating, a form containing the following information must be completed and signed by both the medical practitioner and the parent. The form will include:</p> <p>5.1.1 Student's name.</p> <p>5.1.2 Identification of the substance to which the student is allergic.</p> <p>5.1.3 Symptoms of the allergic reaction.</p> <p>5.1.4 Detailed emergency procedures to be followed in the event of a reaction.</p> <p>5.1.5 If medication is to be administered as part of the emergency procedure, the name, required dosage, method of administration, possible side effects, special storage instructions, and the time frame within which the medication must be received must also be provided.</p> <p>5.1.6 Medications will be administered as per the manufacturer's instructions.</p> <p>5.2 The Principal shall ensure that:</p> <p>5.2.1 The student information is complete and maintained in an easily accessible location.</p> <p>5.2.2 The staff members are advised on the nature of the medical problems experienced by the student including symptoms and emergency procedures to be used.</p>	Principal Teachers

	<p>5.2.3 The emergency medication is clearly labelled and kept in a secure location where the Principal or staff member can access it at short notice.</p> <p>5.2.4 The child's doctor is contacted so he or she can clarify the situation from a medical standpoint.</p> <p>5.2.5 The Superintendent is provided with copies of the completed student information forms.</p> <p>5.3 In the event the student has a potentially fatal or debilitating allergic reaction that requires immediate emergency treatment, the following steps shall be taken:</p> <p>5.3.1 The Principal or staff member who has been briefed on the proper treatment procedures shall administer the treatment or the medication in strict accordance with the physician's instructions.</p> <p>5.3.2 The child's doctor is to be contacted immediately, if possible, and direction sought with regard to further action to be taken.</p> <p>5.3.3 The child's parent is also to be contacted immediately and informed of the situation.</p>	
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**Definitions:**

Not Applicable

**Reference:**

Not Applicable

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Superintendent's Office