

Administrative Procedure 316

ADMINISTERING MEDICAL TREATMENT TO STUDENTS

Background

Division 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 emergency first aid treatment to a student in order to preserve the life or physical well-being of the student. This is a natural extension of the school personnel's duty to exercise reasonable care and skill in attending to the safety, health and comfort of their students.

Employees may, from time to time, encounter situations that necessitate taking immediate action supportive of a student's physical well-being. Staff members who render assistance to a student who is ill, injured or unconscious as a result of accident or emergency will be protected from legal action as outlined in Section 2 of the Emergency Medical Aid Act (Appendix A).

Procedures

1. Administration of Medication or Emergency First Aid to a Student

- 1.1 In situations relating to the medical treatment of students, the Division recognizes that its employees are subject to the responsibilities inherent in the common law doctrine of "in loco parentis". Specifically, in loco parentis requires that:
 - 1.1.1 An employee act as would a reasonable and prudent parent(s)/guardian(s) in the same circumstances and conditions.
 - 1.1.2 The employee does not have all of the authority that a parent(s)/guardian(s) would have; e.g. employees do not have the authority to provide consent for the medical treatment of a student.
 - 1.1.3 The employee recognizes the limitations of his/her ability to provide direct assistance.

2. Scope of Routine Medical Services

- 2.1 The level of service provided by Division staff for students requiring routine medical attention will be determined by application of the following criteria:
 - 2.1.1 The attending physician may indicate in writing that:
 - 2.1.1.1 The service requested is of such a simplistic nature that a lay person (i.e. Teacher, Student Assistant) could successfully perform the function.
 - 2.1.1.2 The service has to be performed during regular school hours and/or approved school activities.

2.1.1.3 The service is critical to the well-being and functioning of the student.

2.1.1.4 No other reasonable alternative service is available (i.e. through the health region, Community Health Services).

2.1.2 The Principal deems that appropriate resources are available and that the services will not be disruptive to the educational program.

3. Administration of Prescription and Non-Prescription Drugs to Students

3.1 Principals shall ensure that staff members monitoring the administration of any medication are informed in advance concerning possible reactions which may occur and the appropriate procedures to follow. Parents or guardians are to be consulted as necessary.

3.2 Kindergarten to Grade 9 students will not be permitted to self-administer prescription drugs or have such drugs in their possession.

3.3 All prescription drugs must be kept under lock and key in the Principal's office and only administered by a designated individual who has been properly trained to administer the drug(s).

3.4 Division staff members will not administer prescription drugs to K to 9 students without written parental/guardian permission as provided on the Medication Use Form (Appendix C).

3.5 The Principal shall monitor all administration of prescription drugs, during the school day or during an extracurricular or co-curricular activity.

3.6 Kindergarten to Grade 8 students shall not self-administer any type of prescription or non-prescription drug such as aspirin or Tylenol.

3.6.1 Administration of aspirin or Tylenol will only take place at school with the written permission of the parent(s)/guardian(s).

3.6.2 In special circumstance the parent(s)/guardian(s) may verbally authorize school staff to administer non-prescriptive drugs such as aspirin or Tylenol.

3.7 For Grades 9 to 12 students, parental/guardian permission must be obtained before school staff may administer any non-prescriptive drug such as Tylenol or aspirin.

4. Life-Threatening Medical Conditions

4.1 The Principal, through registration procedures and in consultation with parent(s)/guardian(s) 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.

4.2 Having secured advice in such cases, the Principal shall attempt to ensure that all who may be involved with the student (i.e. school staff members, volunteers, school bus drivers and substitutes) are informed concerning any required emergency procedures.

4.3 All students known to have a life-threatening allergy are to have available an Epi-Pen to be used for such an emergency. Epi-Pens and other forms of adrenalin are prescribed by a physician.

- 4.4 Specific instruction by medically qualified personnel should be sought for staff members who may be required to apply respiratory equipment or give injections (i.e. severe allergic reactions, etc.).
 - 4.5 Prevention measures will be taken at all schools to minimize the risk of allergen exposure of an anaphylactic individual without depriving the individual of normal peer interactions and placing unreasonable restrictions on the activities of other school personnel.
 - 4.6 Refer to Appendix B: Epinephrine Administration.
 - 4.7 In circumstances involving an emergency of an anaphylactic individual, the exposed individual will be given Epi-Pen and transferred to the hospital and given medical treatment even if a parent or guardian is not available to give consent. Permission to administer Epi-Pen and transport is to be included on the parent consent form.
5. Record of Administration of Medication
- 5.1 Where staff members are designated by the Principal to administer or monitor medication, it is essential that medical directions be obtained and followed explicitly and that adequate records are kept.
 - 5.2 Records are to include:
 - 5.2.1 Student's name.
 - 5.2.2 Name of medication or preparation.
 - 5.2.3 Prescription number.
 - 5.2.4 Physician.
 - 5.2.5 Prescribed dosage during school hours.
 - 5.2.6 Observed dates and times of consumption.
 - 5.2.7 Notes of any related incidents, if applicable.
 - 5.2.8 Reactions, if any.
 - 5.2.9 Breaks in routine, if any.
 - 5.2.10 Related communication with parents, guardian or physician.
 - 5.2.11 Extenuating circumstances.

Reference: Section 31, 32, 33, 53, 196, 197, 222 Education Act
Emergency Medical Aid Act
Occupational Health and Safety Act
The Alberta Teacher's Association, 2020 – Administration of Medication/Medical Services: Rights and Risks

Administrative Procedure 316 – Appendix A

EMERGENCY MEDICAL AID ACT CHAPTER E-9

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Alberta, enacts as follows:

Definitions

1. In this Act,
 - a) Physician means a person who is registered as a medical practitioner under the Medical Profession Act;
 - b) Registered health discipline member means a person who is registered under the Health Disciplines Act;
 - c) Registered nurse means a person who is a registered nurse under the Nursing Profession Act.

RSA 1980 cE-9 sl; RSA 1980 cH-5.1 s34; 1983 cN-14.5 s126; 1984 c53 s27

Protection From Action

2. If, in respect of a person who is ill, injured or unconscious as the result of an accident or other emergency,
 - a) A physician, registered health discipline member, or registered nurse voluntarily and without expectation of compensation or reward renders emergency medical services or first aid assistance and the services or assistance are not rendered at a hospital or other place having adequate medical facilities and equipment, or
 - b) A person other than a person mentioned in Clause (a) voluntarily renders emergency first aid assistance and that assistance is rendered at the immediate scene of the accident or emergency,
 - c) the physician, registered health discipline member, registered nurse or other person is not liable for damages for injuries to or the death of that person alleged to have been caused by an act or omission on his part in rendering the medical services or first aid assistance unless it is established that the injuries or death were caused by gross negligence on his part.

RSA 1980 cE-9 s2; RSA 1980 cH-5.1 s34; 1984 c53 s27
Repealed RSA 1980 c7(Supp.) sl.

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EPINEPHRINE (ADRENALIN) ADMINISTRATION

Epi-Pen is Epinephrine in a disposable spring-loaded self-injectable syringe with a concealed needle.

Directions:

1. Place the black tip on the outer thigh, at a right angle to the leg. (Can be administered through clothes.)
2. Pull off the grey safety cap. (This prepares the injector to be triggered.)
3. Press hard into thigh until auto-injector mechanism functions.
 - 3.1 Restrain the individual, if necessary.
 - 3.2 Hold in place for fifteen (15) seconds, while counting slowly.
 - 3.3 Do not release pressure when the Epi-Pen clicks—keep right on outer thigh until fifteen (15) seconds have elapsed.
 - 3.4 Remove unit.
 - 3.5 Massage injection area for ten (10) seconds.
4. After injection, immediately phone for ambulance and transport to Emergency Department.
5. A second or subsequent injection may be necessary if medical care is not immediately available.
6. Dispose of used Epi-Pen unit in a safe place.
7. Periodically check the expiration date on the medication and whether it has become discoloured.

Reference: Section 31, 32, 33, 53, 196, 197, 222 Education Act
Emergency Medical Aid Act
Occupational Health and Safety Act
The Alberta Teacher's Association, 2020 – Administration of Medication/Medical Services: Rights and Risks

Administrative Procedure 316 – Appendix C

MEDICATION USE FORM



Medication Use Form

1. Students needing occasional medications are to take those medications at home if possible. Medication prescribed three times a day can be given before the student comes to school, after school and at bedtime.
2. Medications to be given at school must be accompanied by the completed Medication Use Form. All medication must be turned in to the principal. Medication without proper identification will NOT be given.
3. Staff members may assume the responsibility for monitoring the administration of medication as per District Policy.

Student's Name: _____ School: _____

I hereby give my permission to the staff at _____ school to dispense medication prescribed by Dr. _____ for my child, beginning _____; ending _____.	
(date) (date)	
Name of medication or prescription number: _____	
Name of drug store: _____	
Prescribed dosage during school hours: _____	

Physician's Signature	Parent's/Guardian's Signature
Date: _____	Date: _____

Observed consumption	Time: _____	Date: _____
Indicate reactions, related incidents, side effects of medication: _____		

Communication with parents or physician (if any): _____		

Extenuating circumstances (if any): _____		

Teacher's/Aide's Signature	Date	