



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i>	<i>Administrative Procedure Number</i>
Administration of Medication or Health Support Services, and Emergency Response	AP 805
<i>Directional Policy</i>	
<i>Healthy Schools and Workplaces</i>	

Title of Administrative Procedure:

Administration of Medication or Health Support Services, and Emergency Response

Date Approved:

May 30, 2023

Projected Review Date:

2028

Directional Policy Alignment:

This Administrative Procedure aligns with the Healthy Schools and Workplaces Directional Policy 800. The Board recognizes that the health and well-being of our students and staff is foundational to their success. A healthy environment involves being respectful of one another’s social, emotional, spiritual and physical well-being. We all have a collective responsibility to create healthy work environments to keep our students and staff safe.

Alignment with Multi-Year Strategic Plan:

The Administration of Medication or Health Support Services, and Emergency Response Administrative Procedure supports the Board’s Mission to educate students in faith-filled, loving, safe, inclusive schools to develop the God given abilities of each person. This Administrative Procedure aligns with the Board’s Multi-Year Strategic Plan 2021-2025 priorities of Valuing Relationships, Nurturing Mental Health and Well-Being, and Ensuring Equity.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to providing medical, emergency, and health support with respect and dignity to students who require it in order to attend school.

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to administer medication, provide services, and respond to emergency medical conditions to allow students to attend school.

Board employees, in place of the parent/guardian, are expected to perform health-related tasks including preventative strategies to support students safely and allow them to participate in school.

The Board recognizes that, in the event of an emergency administration of medication, when provided in good faith in response to an anaphylactic episode (in accordance with Sabrina's Law 2005) or asthma episode (in accordance with Ryan's Law 2015), no action or other proceeding for damages shall be commenced for an act or omission done or omitted by a person in good faith, in the execution or intended execution of any duty or power under these Acts.

All employees are covered by Board Liability Insurance when following the outlined procedures.

Employees may have legitimate reasons for refusing - in a non-life threatening situation - to administer medication or provide health support services. If the appropriate staff training cannot be implemented, the principal shall consult with the superintendent of schools to ensure the safety and well-being of students.

Responsibilities:**The Board of Trustees is responsible for:**

- ensuring alignment of this administrative procedure with the [Healthy Schools and Workplaces Directional Policy](#);
- reviewing this administrative procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- providing leadership and designating resources to ensure the implementation of and compliance with this administrative procedure.

Superintendents are responsible for:

- supporting principals and other employees for whom they have supervisory responsibility with the implementation and compliance with the procedures and requirements under this administrative procedure.

Principals and Vice-Principals are responsible for:

- implementing this administrative procedure in accordance with the parameters outlined;
- providing leadership and support for staff in their knowledge, understanding, and implementation of this administrative procedure;
- considering the needs of students with medical conditions in providing a safe environment (e.g., cleaning procedures, removing insect nests, developing awareness, and monitoring procedures for food allergies, etc.).
- encouraging students who require short term medication to have the medication administered at home (e.g., cold medications, antibiotics), when possible. If a student does require short term medications at school and they cannot self administer them, written instructions from the parent/guardian are required. The procedures in this Policy are not required for students who are able to self administer medication (e.g., inhalers, headache medication).
- identifying students with medical conditions at the time of registration, during the first week of school or following diagnosis and gathering necessary related information from the parents/guardians and student;
- communicating to parents and appropriate staff the process for parents to notify the school of their child's medical condition(s), as well as the expectation for parents to co-create, review, and update a Plan of Care/ emergency response procedures with the principal or the principal's designate. This process should be communicated to parents, at a minimum:
 - during the time of registration
 - each year during the first week of school
 - when a child is diagnosed and/or returns to school following a diagnosis
- co-creating, reviewing, or updating an individual student Plans of Care/ emergency response procedures for each student with a medical condition, based on the recommendation of the student's health care provider;
- ensuring that the parent/guardian provides a revised Plan of Care and/or

authorization form at the beginning of each school year or whenever there is a change in medication, health support, or emergency procedure.

Parents/guardians are encouraged to bring clearly articulated digital information about medications from their physician or pharmacist;

- ensuring:
 - (a) that medication, a health support, or an emergency procedure are administered with staff supervision when required during school activities;
 - (b) that the parent/guardian has the authorization forms signed by the physician, and provides the school with the medication (e.g., updated yearly or as medical needs change. eg; prescription change);
 - (c) that it is appropriate for employees to provide the services (e.g., PPM 81, Special Education Services staff advice, Five Counties Children’s Centre report, etc.), and that training, if required, be provided;
 - (d) that employees and/or alternates responsible for carrying out these procedures are clearly identified to all parties if the request is granted.
- ensuring that the parent/guardian correctly completes the appropriate forms:
 - (a) Authorization for Administration of Medication,
 - (b) Authorization for Administration of Special Services, and
 - (c) Individual Plans of Care outlining emergency response procedures for Medical Conditions.

Where applicable, the form will be signed by the physician, or a signed report from the physician will be attached. It is understood that a pre-authorized consent form is not required for the emergency application of an epinephrine auto-injector pen or asthma medication. Every effort is to be made by school staff to obtain a “Request and Consent for the Administration of Medication” form for each student who may require the administration of medication;

- ensuring that medications stored at school are:
 - (a) appropriately labelled (in the original container) with the student’s name, medication name, amount required, time and frequency, expiration date, and include any special instructions regarding side affects or emergency procedures;
 - (b) securely and appropriately stored in central location(s) to avoid loss or tampering (e.g., locked box or refrigerator);
 - (c) available and accessible for students with Plans of Care / emergency response procedures (some medications must be carried by student, e.g., epipen, inhaler);
 - (d) administered to the appropriate student and documented on the Student Medication Log and Plan of Care which is maintained for each

student with a medical condition;

(e) returned to parent/guardian at the end of each school year or when the medication is changed, discontinued, or expired. This will be noted on the Student Medication Log.

- ensuring that the completed Plan of Care / emergency response procedures for Medical Conditions are posted in the staff room (or central location), and that all staff, including supplies, are aware of the students and procedures;
- maintaining a list of students requiring medication, health support services, and emergency procedures, and establishing an annual review process.
- developing with staff and the parent/guardian appropriate student participation plans and emergency response procedures for school outings (e.g., parent/guardian supervision, storage, and accessibility of medication, educational assistant support, etc.).
- ensuring that the parent/guardian is immediately notified if:
 - the emergency response procedures outlined in the Plan of Care are enacted;
 - any adverse reactions to medication or health procedure; or
 - if a student refuses to comply with a procedure outlined.

If resolution is not possible when contacting a parent/guardian or physician, the principal may determine if the procedure can be provided or if the student remains in attendance. This should be documented in the Medication Log and Plan of Care.

- ensuring that their appropriate supervisory officer is informed of the events following enactment of any Emergency Response Procedure or other medical emergency;
- ensuring that the student forms are stored in the Ontario Student Record (O.S.R.) at the completion of each year (Medication Logs stored for one year), Special Services (i.e. Health Support and medication required at school) are noted in the Health Services section of the Individual Education Plan (IEP).
- to ensure school safety - when there is a question regarding the appropriateness of the student carrying his/her own medication, the principal may request further input from the student's medical doctor or nurse practitioner.

Staff are responsible for:

- ensuring they are knowledgeable about the requirements and parameters outlined in this administrative procedure;

- reviewing Plans of Care / emergency medical procedures for any student with whom they have direct contact and knowing where to access the individual Plans of Care for all students during a medical emergency;
- providing occasional staff and other board personnel with access to individual Plans of Care of students for whom they will have direct contact with;
- when administering medication,
 - to examine the medication container to review the student's name, medication name, amount (e.g., milligrams), time and frequency, and any special instructions regarding emergency procedures or side-effects prior to each administration. Examine the medication log to ensure that the information recorded on it corresponds with that of the medical container. If there is a discrepancy, the parents/guardians should be contacted immediately;
 - to take every precaution to safeguard the privacy of the student. This includes speaking with students individually, providing private locations for administration of medication and health support services, and maintaining confidentiality when completing the Medication Log;
 - to observe the student to ensure that the medication is consumed, and document date on the Medication Log;
 - to dispose of syringes, needles, equipment in a safe manner (place in labeled hard plastic containers and dispose with biohazardous waste);
- permitting a student to carry their medication with parent/guardian consent and as outlined in the student's Plan of Care and Authorization of Medication Form and in alignment with this administrative procedure.
- if an employee has reason to believe that a pupil is experiencing an asthma exacerbation, administer asthma medication to the pupil for the treatment of the exacerbation, even if there is no pre-authorization to do so

Students are responsible for:

- depending on their cognitive, emotional, social and physical stage of development, and their capacity for self-management, students are expected to actively support the development and implementation of their Plan of Care.

Students are expected to:

- if possible, carry on self or have accessible at all times medication and medical supplies;
- wear medical alert identification;
- communicate with their parent(s) and school staff if they are facing challenges related to their medical condition(s) at school

- o participate in the development and review of the Plan of Care to promote an understanding of the plan and develop their potential for self-advocacy and self-management;
- o set goals for increased self-management, in conjunction with parents / guardians and health care professionals.

Parents are responsible for:

- ensuring that the information provided to the school regarding the student is kept up-to-date, including the medication that the student is taking.
- informing school officials forthwith of any medical condition (or known triggers);
- ensuring that the information on their child, including but not limited to the medication that the student is taking, is up-to-date;
- collaborating with a medical doctor and the Principal to create a Plan of Care/ emergency medical procedures for their child;
- pre-authorizing the administration of medication in response to a medical emergency, provided that the school has up-to-date treatment medication and completed Plan of Care / emergency medical procedures, and any applicable consent from the parent or guardian;
- ensuring that written consent has been given for their child to carry their medication, if the parent deems it appropriate, and in consultation with a medical doctor or nurse practitioner;
- providing the school and/or child with sufficient quantities of (non-expired) medication and supplies in their original, clearly labeled containers, as directed by a medical doctor and as outlined in the Plan of Care / emergency medical procedures;
- co-operating with school staff when requests are made for information related to storage of medication, administration of medication and updated medical information;
- communicating and collaborating with school staff about arrangements and considerations for field trips, excursions, co-curricular activities, and co-operative education placement etc.

Progress Indicators:

PVNC school staff administer medication, provide services, and respond to emergency medical conditions to support student safety, and to allow students to participate in school.

Definitions:***ANAPHYLAXIS***

Anaphylaxis is a severe allergic reaction.

ASTHMA

Asthma is a common chronic (longterm) lung disease that can make it hard to breathe. People with asthma have sensitive airways that react to triggers. There are many different types of triggers such as exercise, poor air quality, mold, dust, pollen, viral infections, animals, smoke and cold air. Symptoms of asthma are variable and can include coughing, wheezing, difficulty breathing, shortness of breath and chest tightness. The symptoms can range from mild to severe and sometimes could be life threatening.

COMMON HEALTH SUPPORT

Common health support procedures that may be required include lifting, toileting, respiration, catheterization, and specific therapy activities determined and defined by health care providers and necessary to be provided at school.

MEDICATION

Medication refers to the medications that are prescribed by a healthcare provider and, by necessity, may be administered to a student, or taken by the student during school hours or school related activities.

PLAN OF CARE

A Plan of Care is a form that contains individualized information on a student with a prevalent medical condition. The Plan of Care for a student with a prevalent medical condition should be co-created, reviewed, and/or updated by the parents/guardians in consultation with the principal or the principal's designate, designated staff (as appropriate), and the student (as appropriate), during the first thirty school days of every school year and, as appropriate, during the school year (e.g., when a student has been diagnosed with or changes to a prevalent medical condition).

TRAINING

Training may be provided by Board staff, health professionals, or, in some cases, parents/guardians.

AUTHORIZATION FORMS

Authorization forms are intended for long term medications that require assistance and that cannot be self administered. Short term medications only require written instructions by parents/guardians (e.g. antihistamines, antibiotics).

References:

- [Ryan's Law, 2015](#) – Ensuring Asthma Friendly Schools
- [Policy Program Memorandum 161](#) - 2018
- [Education Act, s.265](#) – Duties of Principal
- [Regulation 298 s.20](#) – Duties of Teachers
- [Sabrina's Law, 2005](#)
- Health 2, Authorization for Administration of Medication
- [Health 3, Authorization for Administration of Special Services](#)
- [Health 4, Student Medication Log](#)
- [Health 5 - Student Plan to Manage Diabetes](#)