

# ADMINISTRATION OF MEDICATION/ MEDICAL TREATMENT TO STUDENTS

## Background

Medical treatment of students by Division staff is a sensitive issue and must be governed by Division procedures to ensure consistency as well as protect the rights of students and staff.

Division employees do not generally possess the expertise required to determine the need for, or the appropriate means and resources to administer medication/medical treatment to students. It is the primary responsibility of the parent, through and with appropriate attending health care professionals, to inform school staff of a student's medical condition and provide the necessary training for the administration of medication/medical treatment.

Students with life threatening allergic reactions are to be dealt with in accordance with current best practice guidelines and procedures as outlined in [Administrative Procedure 317 - Anaphylaxis or Severe Allergies](#). Notwithstanding the above, the Division reserves the right to reject requests for the administration of medication/medical treatment to students, or to request an Assessment of Need and/or Care Plan from medical practitioners to determine appropriate supports for the delivery of medical treatment.

To provide the students in the care of the Division with the best possible medical support, and to minimize the possibility of legal actions resulting from negligence on the part of employees or agents, the following procedures have been developed.

## Procedures

### 1. In Loco Parentis

In situations relating to the administration of medication/medical treatment of students, employees and agents of the Division are subject to the responsibilities and limitations inherent in the Common Law Doctrine of "in loco parentis". Specifically, in loco parentis, means that:

- 1.1 Employees act as would a reasonable and prudent parent in the same circumstances and conditions, and therefore take some action supportive of the student's physical wellbeing;
- 1.2 Employees do not have all of the authority that a parent would have; that is, employees do not have the authority to provide consent for the medical treatment of a student; and

1.3 Employees recognize both the duty of care inherent in their positions and the limitations of their ability to provide direct assistance.

2. Medical Status Update / Request for Medical Treatment (Form 316-1)

A Medical Status Update / Request for Medical Treatment (Form 316-1) is required from parents/guardians in the following circumstances:

2.1 Yearly, when a student requires Life Support Medication or has a recurring condition which requires ongoing precautions and/or treatment on the part of the school.

2.2 As a starting point when a situation arises which would change the medical situation of a student (e.g. a student requires administration or monitoring of a prescription medication temporarily, a student requires temporary accommodations for medical related reasons, etc.)

*This form is also available digitally through the Student Forms area of the parent portal in PowerSchool.*

3. If a student is required to take medication/medical treatment during school hours, on school property or educational field trips and a parent is unable to be at the school to administer such, the Superintendent delegates responsibility to the Principal for administration of the medication/ medical treatment in accordance with Board policy and Division administrative procedures.

4. The administration of medication/medical treatment is to be limited to that which can be provided with the resources available to the school.

5. The parent must complete a B.2) Medical Status Update / Request for Medical Treatment (Form 316-1) as the precursor to an in-person meeting with school staff. This form can be accessed through the Parent Portal in PowerSchool.

6. Once provided with details on a given student's medical condition, based upon the parent submission of a Medical Status Update / Request for Medical Treatment (Form 316-1) or form B2 in the Powerschool Parent Portal), school staff are responsible for:

6.1 Scheduling an in-person meeting with the parent if administration or monitoring of medication is being requested

6.2 Determining in cooperation with the parent a suitable set of ongoing precautions and/or emergency action plans, based upon the needs of the student

6.3 Recording in PowerSchool any necessary ongoing precautions and emergency action plans as part of creating a holistic Treatment Plan (*Name in PowerSchool for teachers is Specialized Treatment Plan*).

7. If administration of medication is being requested, staff are to be advised of the request, familiarized with the location of the medication and directed as how to administer such medication.
  - 7.1 The Medical Status Update / Request for Medical Treatment (Form 316-1), as well as planning, is conducted as a team effort between the school and the parents/guardians. The Medical Treatment Plan is codified in PowerSchool and is visible to parents and appropriate staff.
  - 7.2 In addition to the Medical Treatment Plan listed in PowerSchool, additional forms may form be used in different circumstances:
    - 7.2.1 Form 316-3 (Student Focused Medication Management Record) may be collected in cases where staff are administering medication to students
    - 7.2.2 Form 316-6 (Seizure Documentation Form) may be used when appropriate, such as when a student has a current diagnosis of epilepsy
    - 7.2.3 Additional tracking forms may be created and utilized as needed in special circumstances
    - 7.2.4 Supporting documentation from medical professionals and tracking sheets may be uploaded when completing the B.2) Medical Status Update / Request for Medical Treatment in PowerSchool.
8. The teacher-supervisor is responsible to ensure that necessary medication is taken along on field trips and that recommended guidelines are followed (i.e. storage of medication).
9. The Principal shall provide a copy of this administrative procedure to all staff members, review this information on an annual basis, and shall immediately notify all staff members of any changes in this procedure when these occur and when specific students impacted by this administrative procedure are registered in the school.

## 10. Emergency Assistance

- 10.1 The Division recognizes that its employees may, from time to time, encounter situations that necessitate taking immediate action supportive of a student's physical well-being.
- 10.2 When a student becomes ill or injured at school, staff will follow guidelines and procedures as outlined in Administrative Procedure 315 - Illness/Injury at School.
- 10.3 When a student receives a blow to the head, face or neck staff will follow guidelines and procedures as outlined in Administrative Procedure 314 - Concussion Protocol.
- 10.4 The Principal or designate shall make every reasonable effort to assess the seriousness of an emergency medical condition in order to initiate the necessary course of action.
- 10.5 When a student requires emergency medical treatment, the Principal or designate shall ensure that parents/guardians are contacted as soon as possible.

- 10.6 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](#).
- 10.7 The Division Transportation Manager shall provide a copy of this administrative procedure to, and review this information on an annual basis with, Division bus drivers and shall immediately notify them when any changes of procedure occur and when specific students impacted by this administrative procedure are scheduled to ride on Division transportation.
- 10.8 When a Medical Treatment Plan is in place and a student requires immediate emergency treatment while riding on a Division bus, the Superintendent delegates responsibility to the bus driver to administer the medication/treatment in accordance with the best available instructions at the scene.
- 10.9 All employees are protected by the Division's liability insurance when acting within the scope of their approved duties.

## 11. Administration of Medications to Students

- 11.1 Medication refers to a drug obtained legally and used as indicated or directed, including but not limited to those obtained with a doctor's prescription or medical document, as contemplated by the Access for Cannabis for medical Purposes Regulations, and non-prescription or over-the-counter products.

### 11.2 Non-prescription Medications

Non-prescription medications such as, but not limited to, aspirin shall **not** be:

- 11.2.1 Purchased on the account of the Division or school; and
- 11.2.2 Distributed to any student enrolled in a school operated by the Division.
- 11.2.3 The Division reserves the right to request information relevant to the use and administration of non-prescription or over-the-counter drugs where the Division has reason to suspect a student is using such medication during school hours, even in circumstances where the Division has not been requested or required to administer or monitor the administration of such medication.

### 11.3 Prescription Medications

- 11.3.1 If, under exceptional circumstances, a student must receive medication during the school day or during an extra-curricular or co-curricular activity, and the student is in need of support to administer medication(s) and the parent/s are unable to be at the school to administer the medication, the parents must be a full partner in the development of a student focused medication management plan. The following procedures will apply.
- 11.3.2 The parent/s may request that the school administer/monitor the medication. Such a request must be filed in writing with the Principal using

the Medical Status Update / Request for Medical Treatment (Form 316-1), which can also be submitted online through the Student Forms B.2 section of PowerSchool.

- 11.3.3 The request must include written instructions signed by the parent including the following information:
- 11.3.3.1 Student's name and address;
  - 11.3.3.2 Parent's name and contact information;
  - 11.3.3.3 Emergency name and contact information;
  - 11.3.3.4 Details relating to the student's condition, including any triggers or signs of onset
  - 11.3.3.5 Name of medication or preparation;
  - 11.3.3.6 Prescription number (if available)
  - 11.3.3.7 Prescribing Physician's name and business telephone numbers;
  - 11.3.3.8 Prescribed daily dosage and required dosing during school hours
  - 11.3.3.9 Termination date of the administering of the medication;
  - 11.3.3.10 Expiry date of the medication;
  - 11.3.3.11 Student's ability to self-administer.
  - 11.3.3.12 Instructions on the use of an Epi-Pen for students with life threatening allergies. (Epinephrine: a disposable spring-loaded self-injectable syringe with a concealed needle.)
- 11.3.4 The medication must be in the original dispensing container with the prescription clearly marked on the label. All medications must be delivered to the school by a responsible adult and kept in a locked location during the school day. The prescription label must be current and contain the following information:
- **prescription** (serial) number
  - date of initial dispensing
  - patient's name
  - directions for use
  - name and strength of the **drug** product (or active ingredient(s) in a compounded **prescription**)
  - prescriber's name
  - name of dispensing pharmacist
  - beyond-use date

- 11.3.5 As part of the development and implementation of the Medical Treatment Plan, school staff may generate tracking sheets as applicable for the purposes of recording
  - 11.3.5.1 Observed dates and times of consumption
  - 11.3.5.2 Notes of any related incidents
  - 11.3.5.3 Reactions
  - 11.3.5.4 Breaks in routine
  - 11.3.5.5 Related communication with parents, guardian or physician
  - 11.3.5.6 Extenuating circumstances
- 11.4 Only the Principal or a designate shall administer medication and maintain an ongoing record of medications administered using the Student Focused Medication Management Record Form (Form 316-3).
  - 11.4.1 The individual who performs a medical service must provide “dedicated service”. This means that the person providing such care must not have any other duties or possible distractions.
- 11.5 The Principal has the right to request an *Assessment of Need* to determine appropriate supports in the delivery of medical treatments such as injections. The Principal has the right to reject requests for administration of prescription medicine (e.g. injections or other applications) until appropriate staff are resourced to administer the treatment plan.
- 11.6 Life Support Medication (i.e. insulin)
  - 11.6.1 The Principal shall identify students requiring Life Support medication, i.e., insulin. To this end, parents/guardians must complete, sign and submit annually to the Principal, a Medical Status Update / Request for Medical Treatment (Form 316-1) form which outlines all the details related to any life support/serious medications whose administration may need to be monitored or which may need to be administered to their child.
  - 11.6.2 The Medical Status Update will include written advice from the parent/s that the student is required to follow a medication program as well as details of the program and of the various reactions which manifest if the medication program is not followed.
  - 11.6.3 The Principal is to advise the parent(s) that staff perform a monitoring function for the administration of the medication but are not normally medically qualified to administer the medication.
  - 11.6.4 Specifically, ATA staff will not administer injections. The monitoring function can be accomplished in several ways including questioning the student regarding adherence to the schedule, or the making of arrangements to enable the student to meet with competent medical

personnel during the school day. An Assessment of Need will determine if appropriate staff can be resourced to deliver the medical treatment plan.

- 11.6.5 The Principal is to 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.
  - 11.6.6 Should a student suffer a reaction due to non-compliance with the medication program, the parent is to be notified immediately. If the parent cannot be contacted, the emergency contact person is to be contacted. If neither the parent nor the emergency contact person can be contacted, the student is to be taken to a medical practitioner or hospital at the expense of the parent.
12. In the event that a student has potentially fatal or debilitating allergic reactions, that require immediate emergency treatment, or displays potentially serious reactions as a result of a known medical condition (e.g. epilepsy, insulin shock), the following steps shall be taken:
- 12.1 The Principal or staff members who have been briefed on the proper treatment procedures shall administer the treatment or the medication in strict accordance with the physician's instructions.
  - 12.2 In the event that the student is riding on a Division bus when emergency medical treatment is required then the bus driver shall administer the treatment or the medication in accordance with the best available instructions at the scene.
  - 12.3 The person in charge will call 911 to secure trained medical assistance. It is the parent's responsibility to contact the student's physician.
  - 12.4 The student's parent/s shall also be contacted immediately and informed of the situation.

The following Forms may be applicable to this Admin Procedure:

- Form 316-1 Medical Status Update / Request for Medical Treatment
- Form 316-3 Student Focused Medication Management Record Form
- Form 316-4 Asthma Alert
- Form 316-5 Life Threatening Allergy Alert
- Form 316-6 Seizure Documentation Form

Reference: *Education Act*, SA 2012, c E-0.3, ss 31, 32, 33, 53, 196, 197, 222  
*Emergency Medical Aid Act*  
*Occupational Health and Safety Act*  
*Administrative Procedure 317*  
The Alberta Teachers' Association, 2020, *Administration of Medication/Medical Services: Rights and Risks* [<https://bit.ly/32Oluxp>]