

Public Schools Branch

OPERATIONAL PROCEDURE

STUDENTS REQUIRING MEDICAL ASSISTANCE AT SCHOOL	
<i>Policy Section</i> Programs and Services	<i>Procedure Number</i> 410.1
<i>Pages</i> 3	<i>Approved Date</i> September 24, 2019
<i>Reviewed Date</i>	<i>Effective Date</i> September 24, 2019
<i>Replaces:</i> Interim Operational Procedure 410.1 - Students Requiring Assistance Physical/Medical During School Hours – August 21, 2018	

1.0 DEFINITIONS

- 1.1 Medical Assistance – The administration of medication (prescription and non-prescription) or medical procedures including, but not limited to, injections, catheterization, suctioning, tube feeding, physical therapy, AED (Automated External Defibrillator), or other intensive clinical treatment.

2.0 CRITERIA

- 2.1 The following criteria must be met prior to a student receiving Medical Assistance during the school day by an employee:
- 2.1.1 where appropriate, the school and parent/guardian will meet to discuss a student care plan for the student’s medical needs during the school day;
 - 2.1.2 a formal written application by the parent/guardian must be made to the school principal on the prescribed form;
 - *Request for Students Requiring Medical Assistance at School (Appendix A)*, or
 - *Individual Care Plan for Students with Type 1 Diabetes (See the Department of Education’s Guideline for Diabetes Management in Schools)*;
 - 2.1.3 the school principal or designate will keep a written record of all medications/medical procedures administered and, if applicable, the amount of medication received from and returned to the parent/guardian (i.e. number of pills), as outlined in *Administering Medication/Medical Procedures Student Log (Appendix B)*; and
- 2.2 A student should never receive the first dose of a new medication during school hours.
- 2.3 A parent/guardian shall be notified immediately if a student suffers adverse reaction to a medication, or if a student refuses to comply with the authorized administration of a medication. If a parent/guardian cannot be reached, the principal or designate shall determine whether emergency medical services are required.
- 2.4 An application to provide Medical Assistance will be denied where, in the opinion of the school principal:
- 2.4.1 the medication/procedure could be administered outside of the school day;

- 2.4.2 a refusal to administer the medication/procedure during the school day would not unduly interfere with the student's attendance at school; or
- 2.4.3 where no employee of the Public Schools Branch is able to administer the medication/procedure.
- 2.5 The parent/guardian will be given appropriate notice if the medication/procedure can no longer be administered at school.

3.0 REQUIREMENTS

- 3.1 An employee who provides Medical Assistance to a student during the school day will do so as per the Students Requiring Medical Assistance at School policy and this procedure.
- 3.2 The Public Schools Branch will require the provision of services which are clearly medical in nature only by employees whose job description specifies the provision of these services. Such services include, but are not limited to, injections, catheterization, suctioning, tube feeding, physical therapy or other intensive clinical treatment.
- 3.3 The parent/guardian of the student needing Medical Assistance will be responsible for ensuring that the employee who will be administering the medication/procedure is adequately trained and for any costs associated with their training.
- 3.4 The school principal or designate will ensure safe storage of medication being maintained on the school premises by ensuring that:
 - 3.4.1 organized and secure area(s) designated within the school are available, safe and accessible only to person(s) designated;
 - 3.4.2 medication is stored only in original packaging with original and clearly marked labels; and
 - 3.4.3 refrigeration is available where possible.
- 3.5 Non-prescription medication will not be administered to a student by an employee during the school day unless it is authorized by a physician or parent/guardian and the medication is in original packaging.
- 3.6 Medication for life-threatening medical conditions should not be stored in a locked cabinet. Such medication should be carried by the student when deemed age appropriate or easily accessible.

4.0 STUDENT SELF-ADMINISTRATION OF MEDICATION

- 4.1 A school may require a parent/guardian to make a request in writing for a student to administer their own medication at school. This request must be reviewed and updated by the parent/guardian annually, or as needed.
- 4.2 The request will only be considered where the principal or designate considers it appropriate for the student to self-administer the medication during the school day.
- 4.3 Medication must be in original packaging and clearly labeled.
- 4.4 A school may require medication to be stored in the school office. In such cases, the school will communicate this requirement to the parent/guardian and student.

5.0 APPENDICES

- 5.1 Appendix A – Request for Students Requiring Medical Assistance at School
- 5.2 Appendix B – Administering Medication/Medical Procedures Student Log

6.0 CROSS REFERENCE

- 6.1 PSB Operational Policy 410 - Students Requiring Medical Assistance at School
- 6.2 Operational Policy 103 - Student Record
- 6.3 Operational Procedure 103.1 – PEI Student Record Guidelines and Supplementary Appendices
- 6.4 PSB Operational Policy 601 - Alcohol and Drugs
- 6.5 PSB Operational Procedure 601.1 - Alcohol and Drugs
- 6.6 *Education Act*
- 6.7 Minister’s Directive, No. 2017-04 Procedures for Dealing with Life Threatening Allergies
- 6.8 Information Handbook on Anaphylaxis - Published by Health PEI and the Department of Education Early Learning and Culture, as amended from time to time.
- 6.9 Guidelines for Diabetes Management in Schools – PEI Department of Education

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