

# North East School Division - Administrative Procedure

## AP 413 Administering Medications and Treatments

References:  
Related:  
Student Medical Consent Form

Tracking:  
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### ADMINISTERING MEDICATIONS AND MEDICAL TREATMENT TO STUDENTS

The Board of Education recognizes that some students may require:

- Essential oral and/or injectable medication regularly.
- Essential oral and/or injectable medication in an emergency
- Essential health related procedures that may require specific training.

An “essential medication” is a physician-prescribed medication that must be scheduled during regular school hours and is necessary for the student’s health or well-being.

An “essential procedure” is a physician-prescribed procedure that must be scheduled for administration to a student during regular school hours and that is necessary for the student’s health or well-being.

Examples of an essential procedure could include, but are not limited to:

- Gastronomy feeds
- Catheterization
- Suctioning
- Response to seizures or anaphylaxis
- Blood glucose monitoring
- Response to low blood sugar emergencies

### PROCEDURES

#### 1. *Essential Medications and Procedures*

- a. The principal is to ensure that students requiring medication or medical procedures during school hours are identified and appropriate information has been completed and filed by the parent or guardian prior to administering medications or procedures (see [Student Medical Consent Form](#)). Non-prescribed medications are not to be administered by Board employees unless they are acting under the specific direction of a parent or guardian.
- b. The principal, in consultation with the Director of Education or designate and school-based staff, is to determine staff members responsible for the administration of the service.
- c. Staff members may decline to administer any medication or procedure without prejudice.
- d. The principal is to ensure that:
  - i. The staff is sufficiently trained to carry out the required procedures. Assistance may be sought from parents, a public health nurse, and other health care professionals.
  - ii. A secure and proper location is provided for the location of medications.
  - iii. Medications or procedures are administered in a manner respecting the dignity of the student.

- iv. Daily medication records are established and maintained.
- v. Containers of medications have dispensing instructions on the pharmacy-supplied labels.
- e. Prior to any school excursion the teacher is to:
  - i. Communicate to the parent/guardian the nature of the excursion.
  - ii. Determine the needs of the child with the parent/guardian.
  - iii. Develop, in consultation with the parent/guardian and the principal, an emergency plan that is specific to the excursion.

## **2. Allergy Medication in An Emergency Situation**

- a. In response to a parent's or guardian's identification of those students who may require emergency attention because of a severe allergic reaction, the principal is to:
  - i. Require the parent/guardian to provide the school with an appropriate ANAKIT or EPIPEN.
  - ii. Prepare, in consultation with parent/guardian and physician, a written action plan.
  - iii. Make school-based employees aware of the identity of the student(s).
  - iv. Arrange an in-service for all school-based employees, together with parent(s) and student(s) regarding the written action plan and the administration of the ANAKIT or EPIPEN.
- b. Before any school excursion the teacher must comply with the procedures outlined in No. 1 (e) above.