



## North East School Division - Administrative Procedure

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| <b>AP 413</b><br><b>Administering Essential Medication and Medical Procedures</b> | <b>References:</b><br><br>Related:<br><i>The Education Act, 1995</i><br><i>Emergency Medical Aid Act</i><br><i>Medical Consent &amp; Administration Process Form (Student)</i> | <b>Tracking:</b><br>Policy maintenance October 10, 2023<br>Significantly revised draft – June 2026 |
|                                                                                   |                                                                                                                                                                                | <b>Status:</b><br>APPROVED - Sept 2026                                                             |

### ADMINISTERING ESSENTIAL MEDICATION and MEDICAL PROCEDURES

The North East School Division will make reasonable efforts to accommodate student medical needs to support attendance, participation, and access to educational programming while balancing student safety, employee safety, and available resources.

It is recognized that the administration of essential medications, procedures, and/or support for potentially life-threatening conditions to students is the responsibility of the parent/guardian and the student's medical professional.

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.

### DEFINITIONS

An “essential medication” is a medical professional/pharmacist prescribed medication that must be scheduled during regular school hours and is necessary for the student's health or well-being. Examples of essential medication could include but are not limited to insulin, anti-seizure, or ADHD medication.

An “essential medical procedure” is a medical professional 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 for educational purposes. Saskatchewan's *Emergency Medical Aid Act* permits first aid assistance to a student.

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

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

A medical emergency is when a physical injury or ongoing medical condition has severely impacted an individual's health and requires immediate first aid or medical attention. Responsibilities for School Administration and School Staff are available on SharePoint Medical Emergency Protocol.

### RESPONSIBILITIES OF PARENT/GUARDIAN

Parent/guardian and students 18 years and over, are responsible for informing the school of a student or child's health needs or significant health concerns:

- At the time of registration.
- At the beginning of each school year.
- When the student changes schools; and
- When health concerns change.

Parents/guardians are responsible for:

- Ensuring all contact information including emergency contacts are kept up to date.
- The timing, dosage, and administration of medication until the student is able to self-administer.
- Providing the student with medical support (s), such as monitors, injectors, and inhalers, as prescribed by a medical professional.
- Ensuring the student has medical support (s) with them while at school and at other school events and activities, including:
  - If life-threatening allergies are present, ensuring the dosage of the auto-injector provided to the school is appropriate to the age of the child; and
  - Checking expiry dates of medication and medical support (s) and replacing them, as necessary.
  - Assisting the principal by providing information about the specific health concern.
  - Working with the principal to inform the school bus driver of the student's health needs as required for safe transportation.
  - Training their child, when age appropriate, in using their own medical support (s).

## GENERAL PROCEDURES

If the student is able to self-administer the essential medication or procedure as authorized and trained by their medical professional, this should be the first course of action. If the student is unable to self-administer:

- a. The student's parent/guardian will administer the essential medication or procedure as authorized and trained by the student's medical professional at such day (s), time (s) and location (s) to be agreed upon between the parent/guardian and the principal to minimize disruption to the student's studies. If they cannot administer the medication/procedure;
- b. If the student's parent/guardian cannot or is not available to administer the student's essential medication or procedure and subject to the student's accommodation plan, the administration of the student's essential medication or procedure will be performed by;
  - i. A trained medical professional or paraprofessional (for example a CCA, RN, LPN); or
  - ii. A Division staff member provided the student's essential medication or procedure is within the competency of an adult who is not a medical professional/para-professional but is trained by the Saskatchewan Health Authority or appropriate medical professional.

## ESSENTIAL MEDICAL PROCEDURES

- a. The parent/guardian of a student requiring an essential procedure must inform the school of the requirement by completing the [Medical Consent & Administration Process Form](#). This information is shared with the Coordinator of Student Services who will involve the Superintendent of Student Services as necessary.
- b. In consultation with the school-based staff, the principal is to determine which staff members will be responsible for the administration of the procedure. Except during a medical emergency affecting the student, a staff member may decline, without prejudice, the principal's request, to be responsible for administering a student's essential procedure.
- c. The principal is to ensure that:
  - i. Specific procedural steps are contained within the Medical Consent & Administration Process Form, which is then stored in the student's cumulative record.
  - ii. Prior to administering the procedure, school-based staff are sufficiently trained to carry out the required procedures. The principal will arrange for suitable training by medical

professionals.

- iii. A secure and proper location is provided for administering the essential procedure.
  - iv. Procedures are administered in a manner respecting the dignity of the student.
  - v. Containers of medications will be provided by the student's parent/guardian, and these containers must be pharmacy supplied and clearly labelled with:
    - The student's name;
    - Name of the medication, dosage, frequency and duration;
    - The prescribing medical professional's name; and
    - The expiration date.
- d. Prior to any school excursion the teacher is to:
- i. Communicate to the parent/guardian, or student, as appropriate, the nature of the excursion.
  - ii. With the parent/guardian, or student, as appropriate, determine if and how the medical procedure can be safely and respectfully administered during the excursion. A medical professional may be involved in confirming the safety of the plan.
  - iii. Develop, in consultation with the parent/guardian or student, as appropriate, and the principal, an emergency plan that is specific to the excursion.

## ESSENTIAL MEDICATION

- a. Where a student requires essential medication, the parent/guardian, or student, as appropriate, must inform the school of the requirement by completing the [Medical Consent & Administration Process Form](#). This information is shared with the Coordinator of Student Services who will involve the Superintendent of Student Services as necessary.
- b. Upon receipt of the Medical Consent & Administration Process Form, the principal will consult with the parent/guardian, or student, as appropriate, to determine who will administer the essential medication as identified in the General Procedures.
- c. Medication must be delivered to the school by the parent/guardian, or student, as appropriate, in the original prescription container and clearly labeled with:
  - i. The student's name
  - ii. Name of the medication, dosage, frequency and duration
  - iii. The prescribing medical professional/pharmacist's name
  - iv. Expiration date

The parent/guardian, or student, as appropriate, should provide the principal with written information from the student's medical practitioner outlining the essential medication's storage and safekeeping requirements, possible side effects and actions to be taken in the event of missed doses, errors or side effects.

It is the responsibility of the parent/guardian, or as appropriate, student to ensure that any changes to the student's medication, dosage, or administration are provided in writing to the principal.

- d. The principal, in consultation with the school-based staff, is to determine which staff members, including bus driver (s), are responsible for the administration of the medication to the student.
- e. The principal is to ensure that:

- i. Specific procedural steps are contained within the Medical Consent & Administration Process Form, which is then stored in the student's cumulative record.
  - ii. School-based employees and bus driver (s) are aware of the identity of the student and their essential medication needs on a need-to-know basis.
  - iii. Prior to administering the medication, staff are sufficiently trained by a medical professional on how to administer the student's medication.
  - iv. The medication will be stored in a secure and proper location.
  - v. Medication is to be administered in a manner respecting the dignity of the student.
  - vi. A Medication log will be kept that will include the student's name, date, time of day, name of medication and dosage given and the name of the staff member administering the medication.
- f. Except during a medical emergency affecting the student, staff members may decline to administer essential medication without prejudice.
- g. Prior to any school excursion the teacher is to:
- i. Communicate to the parent/guardian or student as appropriate, the nature of the excursion.
  - ii. With the parent/guardian or student as appropriate, determine if and how the medication can be safely and respectfully administered during the excursion.
  - iii. Develop, in consultation with the parent/guardian, or student as appropriate, and the principal, an emergency plan that is specific to the excursion.