

MEDICAL INTERVENTION

BACKGROUND

To provide step by step guidelines for documentation and implementation of a medical intervention for a student while attending school.

PROCEDURES

Contact Director of Instruction, Learning Services for any questions regarding this AP.

1. The following is to be communicated to parent(s)/guardian(s) at the beginning of each school year in a special memo or in the first regular newsletter.

"Regarding Health Care Needs of Children at School:

If your child has any health care needs that require support at school, including the administration of any medications, medical forms must be completed. The school cannot assist with any medical intervention unless these forms are completed.

2. If the Principal learns from information provided on the standard pupil registration form or from any other source that a student is or may be required to have medication administered or specific intervention for a Health Care need while they are attending school, the Principal will immediately contact the student's parent/guardian.
3. The parent/guardian will complete the form entitled "Medical Intervention Form" (see attached) EXCEPT if the child has Anaphylaxis (complete the Anaphylaxis Emergency Action Plan), Type 1 Diabetes (complete the Type 1 Diabetes Action Plan), or Seizures (complete the Seizure Action Plan).
4. A medical intervention will be administered as needed only upon receipt of the appropriate completed form(s) and following adequate instruction to school personnel.

4.1. Non-Prescription Self-Administered Medication – Medical Intervention Form Required

- 4.1.a. For self-administered non-prescription medication (e.g., Tylenol – Advil).
- 4.1.b. For elementary school students (K-5), non-prescription medication must be kept in the school office in the original container with the child's name.

4.2. Prescription Medication – Medical Intervention Form Required

- 4.2.a. Parent must supply the medication in the original container with the child's name, Prescribing physician, and pharmacist's directions.

5. The Principal will make certain that procedures are in place to ensure that:

- 5.1. the completed form is received by the school prior to the medical intervention;

- 5.2. the parent/guardian is informed of their responsibility to update medical information as the need arises;
- 5.3. all forms returned by parent(s)/guardian(s) are to be kept in a safe accessible location;
- 5.4. TTOCs and Education Assistant floats are informed of the medical needs of the students in their classes.
6. Upon the request of a parent/guardian, the Principal shall convene a meeting to review circumstances and procedures under which a medical intervention is to be administered.
7. If medication is to be stored at a school:
 - 7.1. the Principal will arrange to have the medication stored in a safe and appropriate place;
 - 7.2. the parent/guardian must provide medication in the original container including the child's name, prescription directions and doctor's name;
 - 7.3. the parent/guardian must renew the supply and provide the school with additional medication;
 - 7.4. any unused or expired medication will be returned to the parent/guardian.
8. A record-keeping system in a medical alert binder will be kept in a designated location in the school and in the Student Information System for each student for whom medication is being administered or a specific intervention for health care is needed. This system will include copies of all pertinent forms including the Medical Intervention Form (see attached).
9. If required, the Principal will contact the public health office to arrange for the appropriate training of the school personnel as per the Inter-Ministerial Protocols. In all such cases, more than one staff member will be trained in the medical intervention in order to provide an alternate person in cases of absence or unavailability.
10. The Medical Intervention, Anaphylaxis Emergency Action Plan, Type 1 Diabetes Action Plan, and the Seizure Action Plan, must be reviewed annually and updated when there are changes to the medical condition, symptoms, medication, or medical intervention.

References: Sections 7, 8, 17, 20, 22, 65, 84, 85, 95 School Act
Good Samaritan Act
School Regulation 265/89

Appendix A: 316-1 *Medical Intervention Form*
316-2 *Administration of Medication Record*

Adopted: July 7, 2023