



## **Background**

The Calgary Girls Charter School has a responsibility in loco parentis to ensure the health and safety of all students enrolled in the school and to act in place of a parent, *in loco parentis*. The school recognizes that exceptional situations may arise which may require one (1) or more of its employees to administer medication to a student. No employee of the school shall administer or distribute any medication (including any non-prescription medicine) except as provided in the following procedures. Staff are not authorized to give consent for the administration of any medical treatment or prescription or non-prescription medication for a student, except as provided in the following procedures.

## **Procedures**

### **1. Administration of Medication**

If a request is made to administer medication at school to students not sufficiently mature or reliable enough to care for their own needs, the following procedures are to be observed:

- 1.1 The Principal shall require a signed request (AF316A) from the parent authorizing the type of medication to be administered, required dosage, and action to be taken in the event of possible hazards or side effects. A doctor's letter verifying the medication, dosage and regime for taking the medication will be requested of the parent and kept on file at the school.
- 1.2 If the Principal feels the request is reasonable and is prepared to undertake the implied responsibility, the Principal shall make appropriate arrangements with a reliable adult to administer the prescribed medication and to undertake its safekeeping.
- 1.3 An alternate shall be identified and taught to administer the medication in the absence of the individual who is normally designated to take this responsibility.
- 1.4 A record of medication instructions and arrangements is to be retained in the school office. The school shall keep a record (AF316B) of dispensed medications (to prevent overdose errors and to track use of this service).
- 1.5 Medication shall be kept in a secure location.

- 1.6 The Principal shall be responsible for informing all personnel having direct responsibility for the student and alerting them to the student's medical condition and the appropriate emergency procedures.
- 1.7 Parents are responsible for informing bus drivers and the transportation supervisor, who will inform any relief bus drivers.
- 1.8 Parents shall be responsible to ensure that medication (e.g., Epi-Pens) supplied to the school have not exceeded their expiry date.

## 2. Potentially Fatal or Debilitating Medical Conditions – Required Information

In the event that a student has potentially fatal or debilitating medical conditions, such as allergic reactions that require immediate administration of medication or emergency procedures (to prevent death or health complications), the following procedures will be followed:

- 2.1 Each student registered in the school is required to have a form signed by the parent(s), identifying the student's medical problems. If a student is identified as having a medical condition such as severe allergies that are potentially fatal or debilitating, a form containing the information will be completed and will include the signature of the parent(s) and physician.
- 2.2 It is the Principal's responsibility to make reasonable attempts to ensure that:
  - 2.2.1 This information is complete and kept on file in an easily accessible location;
  - 2.2.2 All staff are briefed on the nature of the medical problems, including symptoms and emergency procedures to be used;
  - 2.2.3 The emergency medication is clearly labelled and kept in a secure location where the staff members can access it with short notice;
  - 2.2.4 A record shall be kept for each occasion on which medication is dispensed to a student.

## 3. Emergency Treatment

In the event that a student has a potentially fatal or debilitating allergic reaction that requires immediate emergency treatment or displays potentially serious reactions as a result of a known medical condition (e.g. epilepsy, insulin shock, etc.) the following steps shall be taken:

- 3.1 A staff member who has been briefed on the proper treatment procedures shall administer the treatment or the medication in strict accordance with the physician's instructions.
- 3.2 In the event that the student is riding on a 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.

- 3.3 The person in charge will designate someone to call "911" to secure trained medical assistance and have that person report back to them to confirm the placement of the phone call.
  - 3.3.1 The person in charge will cooperate with ambulance personnel to arrange for the student to be transported to a medical facility.
  - 3.3.2 A staff member may accompany the student to the medical facility, and stay until a family member arrives.
- 3.4 The student's parent(s) shall be contacted immediately, informed of the situation, and asked to come to the medical facility.
- 3.5 The Principal shall ensure that the Illness/Injury Form (AF315) is completed whenever medical response is initiated.

Reference:

Education Act, s. 11, 52, 53, 54, 196, 197, 222

Emergency Medical Aid Act

ATA Provision of Medical Services to Medically Fragile Students