

5200: MEDICAL TREATMENT OF STUDENTS (AP)

Approved: 85 02 05
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POLICY

The Board of Education recognizes its responsibility to ensure that pupils of school age attend school and that some of these pupils may be in need of certain prescribed medication. In those cases where a pupil requires prescribed medication for reasons related to his/her health during school activities, the administration of such medication shall be the responsibility of the principal of the school. It shall be the responsibility of the parent to bring the matter to the principal's attention.

The number of life threatening allergies, especially to peanut products is increasing. Anaphylaxis, the medical term for "allergic shock" or "generalized allergic reaction" can be rapid and fatal. The safety of anaphylactic children in a school setting depends upon the cooperation of the entire school community. Schools are expected to develop procedures to minimize risks of exposure for such students. It is the responsibility of parents with anaphylactic children to identify their children to the school principal.

The administration of medication must be carried out in accordance with the provisions of the regulations of this policy. Until such provisions are arranged, medication should not be administered, even though this may result in a child being absent from school for a few days.

ADMINISTRATIVE PROCEDURES

1.0 MEDICAL ALERT FORMS

- 1.1 At the beginning of each school year all parents or legal guardians should be notified of their responsibility to complete or update "Medical Alert Forms" and/or the Request for Administration of Medication at School Form" if they have children with medical conditions requiring precautionary treatment or medication at school.
- 1.2 Forms should be kept in an easily accessible location.
- 1.3 Teachers-on-call and substitute Education Assistants should be informed of the medical problems of students in their classes.
- 1.4 When a student moves from one school to another the receiving school should be made aware of medical alert information.

1.0 ADMINISTRATION OF MEDICATION

- 2.1 Medication will be administered by school personnel only upon completion and receipt of a "Request for Administration of Medication at School" form signed by the parent or legal guardian and physician.
 - 2.1.1 These forms are to be updated each September and/or if there is a change in medication, including dosage.
 - 2.1.2 Forms are to be kept in student files and with the medication.
- 2.2 It is the parent's or legal guardian's responsibility to have medication delivered to the school in a properly labeled prescription container.
- 2.3 Medication should be stored in a safe location determined by the principal.
- 2.4 A record sheet for the administration of medication for each student shall be maintained in the location where medication is stored, such sheet to show date, time and dose of each medication administration, any other pertinent information and the initials of the administering person.
- 2.5 If any concerns regarding the administration of medication become evident, the principal shall contact the attending physician.
- 2.6 Where a student may require medication in an emergency situation, for example an injection of adrenaline for an allergic reaction, the principal shall make all staff who normally supervise the student aware of this fact and the steps to be taken should such an emergency occur.
- 2.7 School staff supervising field trips must be aware of any student requiring medication during this period and administer the medication under the same guidelines as at school
- 2.8 Bus drivers must be informed about any students who may require emergency medication while on the bus. It is the parent or guardian's responsibility to ensure that emergency medication is available on the bus except where the school provides it for field trips as in 2.7.
- 2.9 Non-prescription medication will not be dispensed by the school.
- 2.10 The Public Health Nurse may be contacted for assistance in interpreting information or for training of staff.

3.0 ANAPHYLAXIS

- 3.1 Parents and legal guardians with anaphylactic children hold the responsibility to identify their child(ren) to the school principal and to complete and annually update the required forms. The student should wear a medic-alert bracelet which identifies specific allergies.
- 3.2 All staff members (teaching and non-teaching) should be made aware that a child with life-threatening allergies is attending their school, and the child should be clearly identified.
- 3.3 The principal should ensure that in-service is provided annually to school personnel, where students with life-threatening allergies are enrolled, on how to recognize and treat anaphylactic reaction, on school procedures to protect anaphylactic children from exposure, and on school protocol for responding to emergencies. Procedures should be posted in clearly visible locations.
- 3.4 The school should inform students and parents of the presence of a student with life-threatening allergies in their child's school and the measures being taken to protect the student. A letter should be sent home at the beginning of the year asking parents to cooperate with measures being taken to protect the student.
- 3.5 Schools should establish allergenic-free eating areas and safe eating-area procedures. Strategies for minimizing the risk of exposure without depriving the anaphylactic child of normal peer interactions are described in "Anaphylaxis: A Handbook for School Boards" available in each school.
- 3.6 Teachers, particularly in the primary grades, should be made aware of the possible presence of allergens in curricular materials. (e.g. playdough, beanbags, stuffed toys).
- 3.7 An individual emergency plan should be developed for each anaphylactic child. **School personnel should be encouraged to listen to the child as they usually know when a reaction is taking place.** There is no danger in reacting too quickly. Emergency plans should include procedures to:
 - 1.7.1. Communicate the emergency rapidly to a staff person trained in the use of the auto-injector.
 - 1.7.2. Administer the auto-injector (NOTE: Although most anaphylactic children learn to administer their own medication by about age 8, individuals of any age may require help during the reaction because of the rapid progression

of symptoms, or because of the stress of the situation.) Adult supervision is required.

- 1.7.3. Telephone immediately for an ambulance and inform the emergency operator that a child is having an anaphylactic reaction.
- 1.7.4. Telephone the hospital to inform that a child having an anaphylactic reaction is en route.
- 1.7.5. Telephone the parents of the child.
- 1.7.6. Re-administer epinephrine once while waiting for the ambulance, if breathing does not improve or if symptoms reoccur.
- 1.7.7. Assign a staff person to take on extra auto-injector, accompany the child to the hospital, and stay with him or her until a parent or guardian arrives.



AP5200: Appendix I – Request for Administration of Physician Prescribed Medication

School:	Teacher:	Grade:
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A To be completed by PARENT OR GUARDIAN

Student's Name:	Birthdate:	
Mother's Name:	Work Phone:	Home Phone:
Father's Name:	Work Phone:	Home Phone:
Emergency Contact:	Work Phone:	Home Phone:
Physician's Name:	Phone:	

Describe the medical condition which requires medication to be given within school hours:

B To be completed by the attending Physician

Medication Name	Dosage	Directions for use and storage

Additional comments (possible reactions, consequences of missed dose)

I consider that the above medication and administration thereof during the school day to be in the best interest of the above named pupil, and hereby authorize its administration by the school principal or his/her designate.

Physician's Signature _____ Date: _____

C To be completed by parent or guardian

I hereby authorize the school principal or his/her designate to administer the medication as described above to my son/daughter and to contact the physician named above should there be any further questions or concerns. I further authorize the physician to release any information pertinent to this matter.

Parent / Legal Guardian Signature:	Date:
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D Each school staff member who is responsible for the administration or supervision of the medication must review this information and sign below:

Date:	Signature	Comments

This form is only valid for the current school year