



<b>ADMINISTRATION OF MEDICATION TO STUDENTS POLICY</b>	
<b>DM Approval:</b> original signed by DM Valerie Royle	<b>Effective Date:</b> June 1, 2013

## **PURPOSE**

The purpose of this policy is to provide clarity to school staff, parents and students regarding their roles and responsibilities when a student is at risk from severe or life-threatening medical conditions and requires medication, emergency care and/or other medical support.

## **DEFINITIONS**

“Administrator” means the principal, vice-principal or other identified school staff as appropriate.

‘Parent’ means the biological parents, the adoptive parents by custom or otherwise, the persons legally entitled to custody or the persons who usually have the care and control of the child.

‘School Community’ means everyone in a community that has contact with a school, including students, families, Yukon Education staff, School Councils, First Nations and other partners in education.

“Severe or life-threatening medical condition” means a physician-diagnosed medical condition that may require emergency care and may include:

- Diabetes;
- Anaphylaxis and/or history of severe allergic reaction;
- Severe asthma;
- Epilepsy/seizure disorder;
- Blood clotting disorders such as hemophilia; and
- Other conditions which may require emergency care.

## **POLICY STATEMENT**

Yukon Education recognizes that it has a duty of care to students who are at risk from severe or life-threatening medical conditions or who require medication while under school supervision.

These students require planned care and support inside as well as outside the school environment (e.g. when on field trips) to ensure their safety at school. This responsibility is shared among the student, parent(s), school staff and health care providers (e.g. doctors, nurses, emergency medical personnel, etc.).

This planned care and support will be provided in accordance with procedures developed under the Student Support Services Procedures Handbook.

A parent of a child with a severe or life-threatening medical condition is required to inform the school of their child's condition and requirements. This includes providing any medication and/or medical devices (e.g. epinephrine auto-injectors) that the student requires to school staff. Medication and medical devices may be stored by the student or by school staff as identified in the student's medical plan.

All school staff and persons reasonably expected to have supervisory responsibility of a student with a severe or life-threatening condition must be informed of the student's medical condition and requirements and must be provided with specific training and other support required to deal with medical emergencies and to administer medication to the student.

A student experiencing a medical condition (e.g. an allergic reaction) shall not be left unattended in the school and a school staff member shall remain with the student until emergency medical personnel and/or a parent arrives.

## **ROLES AND RESPONSIBILITIES**

### **Parents**

It is a parent's responsibility to inform the school of their child's medical condition and requirements – for example, if prescribed or non-prescribed medication will be required during school hours. The parent is responsible for providing any medication and/or medical devices required by their child.

A parent is required to complete Yukon Education forms documenting their child's medical condition and requirements as set out in the Student Support Services Procedures Handbook.

A parent is required to report any changes to their child's medical condition or routine in writing to the administrator and to ensure that their contact information is accurate and up-to-date (e.g. telephone/cell phone numbers).

## **Yukon Education**

Yukon Education staff are responsible for providing a form(s) to document a student's medical condition and requirements as set out in the Student Support Services Procedures Handbook.

The administrator is required to inform school staff and transportation personnel (e.g. bus drivers) of those students whose parents have issued medical instructions/forms for their child. Where appropriate and with the consent of the parent, the student's classmates and their parents may also be provided with relevant emergency procedures information.

The administrator is required to maintain student medical information/forms in a secure but easily accessible manner.

The administrator and/or school staff shall provide the student's medical information/forms to emergency medical providers (e.g. ambulance/EMS personnel) when contacted.

The administrator shall determine if specific training and/or support for staff is required to deal with medical emergencies and administer medication to a student, and will arrange for training and other support that is required.

The administrator is required to ensure that the school has readily available first aid kits that contain emergency medical supplies such as epinephrine auto-injectors. This includes first aid kits for school field trips.

## **APPLICATION**

This policy applies to all staff of Yukon Education and all other members of the School Community.

## **EXCEPTIONAL CIRCUMSTANCES**

In situations where the individual circumstances of a case are such that the provisions of this policy cannot be applied or to do so would result in an unfair or an unintended result, the decision may be based on the individual merits and justice of the situation. Such a decision will be considered for that specific case only and will not be precedent setting.

## **EFFECTIVE DATE**

This policy is effective June 1, 2013.

## **LEGISLATIVE AND POLICY REFERENCES**

Education Act, ss. 18 (1)

Yukon Education 'Anaphylaxis Policy'

Yukon Education 'Field Trip Policy'

Yukon Education 'Student Support Services Procedures Handbook'

## **HISTORY**

Administration of Medication to Students Policy, effective November 15, 2005; amended May 11, 2006; amended June 1, 2013.