



SECTION:	Student Management and Welfare	APPROVAL DATE:
SUBSECTION:	Student Health	February 7, 1994
POLICY NAME:	Health Care Assistance	LAST REVISED:
POLICY NUMBER:	R.SMW.F.1	March 6, 2006

1. HEALTH CARE ASSISTANCE

- 1.1 The provision of Health Care Assistance addresses on-going and emergency situations. It includes but is not limited to: the administration and/or supervision of the administration of topical or systemic medication, subcutaneous injections, clean catheterization, postural drainage-any lifting, feeding, or toileting that may be required by a student, as well as emergency procedures or interventions not related to anaphylaxis.
- 1.2 Staff members so designated by the Board and as outlined in specific job descriptions are required to provide Health Care Assistance to students requiring such assistance.
- 1.3 Other staff members whose job description does not include the provision of Health Care Assistance shall administer or supervise the administration of Health Care Assistance in emergency or short-term situations.
- 1.4 The appropriate "Request For School Assistance in Health Care" form shall be completed and forwarded to the principal prior to the commencement of the assistance. The information shall be noted on the school database, and if the principal deems appropriate on Section E ('Special Health Information') of the OSR folder. A copy will be kept on file.
- 1.5 During the first week of school principals will notify parents of the procedures to be followed concerning the administration of medication.
- 1.6 The request for "School Assistance in Health Care" form shall be completed and forwarded to the principal for each school year, or whenever modification of the "Health Care Procedure" is required.
- 1.7 Prior to administering medication which has not been prescribed by a physician, a principal may request a note from a doctor supporting the request.
- 1.8 The staff member or alternate providing the Health Care Assistance shall maintain an individual student log for the Health Care Procedure.
- 1.9 This log shall be kept with the medication or other accessible location as appropriate.
- 1.10 When the principal agrees that the Health Care Assistance is appropriate and where training in the administration of Health Care Assistance is required, it is the responsibility of the parents, in conjunction with the principal to ensure that this training is provided. This training should include the distribution of suggested guidelines for the management of the student's illness or condition.
Where there are concerns regarding the adequacy of training, the principal will postpone Health Care Assistance and refer the matter to the appropriate superintendent.
- 1.11 The principal shall ensure that medication:
 - a) is clearly labeled for each student
 - b) has the dosage indicated

- c) is securely stored to avoid loss, tampering or theft
 - 1.12 The parent/guardian will be responsible for the delivery of the prescribed medication and/or supportive equipment. It will be delivered to the principal or designate at intervals determined by the parent and/or physician.
 - 1.13 All medication shall be returned to the parent at the conclusion of the school year.
 - 1.14 If in the opinion of the principal and the superintendent, the level of Health Care Assistance goes beyond the mandate and jurisdiction of school personnel, the matter shall be referred to the Director for a decision.
- 2. EMERGENCY HEALTH CARE ASSISTANCE INCLUDING ANAPHYLAXIS
 - 2.1 Emergency Health Care Assistance is defined as that assistance provided to a student who is seriously injured or experiences a medical emergency that is life threatening.
- 3. SCHOOL RESPONSIBILITIES
 - 3.1 Upon notification that a student has a condition involving emergency health care assistance, the principal will:
 - a) Instruct all appropriate staff as to the potentially severe nature and proper treatment of the medical condition for each child so identified.
 - b) note this information on the school database, and if the principal deems appropriate on Section E ('Special Health Information') of the OSR folder.
 - c) keep on file the completed and signed Request for School Assistance in Health Care: Anaphylaxis form.
 - d) For students requiring an emergency health care procedure, the principal will have prepared at least one poster with the following information:
 - i) a picture of the child
 - ii) name, grade, teacher of the child
 - iii) brief description of the medical condition
 - iv) if appropriate, where medication is stored
 - v) emergency action to be taken

This poster will be displayed in the staff room. As deemed appropriate by the principal, other copies may be displayed in the classroom of the student or other area.
 - e) Provide the teacher, staff member with first aid qualifications, and any other appropriate staff member or service provider (bus driver, coaches) with the necessary instruction and training on the procedure to be followed in a medical emergency. This training should be provided by appropriately qualified personnel in co-operation with the parent.
- 4. PARENT RESPONSIBILITIES
 - 4.1 It is the responsibility of the parent of a child who is susceptible to a medical emergency to:
 - a) Provide the school principal and classroom teacher with complete information regarding the medical condition of their child upon registration or as required.
 - b) Provide the principal and classroom teacher with clear direction regarding the administration of emergency medical procedures.
 - c) Provide the principal with a written request for the "Administration of Emergency Health Care Assistance" (Request Form: School Assistance in Health Care: Appendix)
 - d) Provide the principal with the required medication/equipment necessary for the administration of emergency health care assistance
 - e) Ensure that medication provided to the school is replaced prior to the expiry date of the medication.
 - f) Provide for the proper identification of the child and the allergy or medical condition which may predispose the child to a medical emergency (medic alert bracelet)
- 5. STORAGE OF MEDICATION
 - 5.1 Medication should be stored in a safe and accessible location which is known to the staff.

6. RESPONSE TO A MEDICAL EMERGENCY

- 6.1 Provide the student with the medical emergency with the treatment and/or first aid that is required. Make the student as comfortable as possible.
- 6.2 Call the Emergency Response Number (911) and have the student transported by emergency personnel directly to the emergency treatment facility.
- 6.3 Communicate with the parent or guardian of the student.
- 6.4 A member of the school staff should accompany the student to the emergency treatment facility and remain until the parent or guardian arrives.

7. GENERAL RECOMMENDATIONS

- 7.1 The principal in consultation with the parent shall exercise reasonable judgment and take all necessary precautions prior to permitting an identified student to participate on a field trip.