

Statement of Policy

Greater Saskatoon Catholic Schools recognizes that some students might require the provision of essential medication and/or procedures during the school day. The division has a duty to accommodate to a reasonable extent, those students who require health care practices in order for them to attend school regularly.

When any student is in need of emergency medical assistance and/or emergency medication, an employee shall seek medical help as quickly as possible and assist the student to the best of his/her ability. These services are essential to a student's health and Greater Saskatoon Catholic Schools employees may provide the necessary health care services or contract these services from a medical agency. Any medications and health services administered by a Greater Saskatoon Catholic Schools employee must be prescribed by a physician and authorized by the principal.

Rationale

To ensure the provision of appropriate administration of medication and medical procedures for students with Greater Saskatoon Catholic Schools who require assistance.

Authority

- The Education Act, Section 190

Definitions

Medication - Any medication including over-the-counter medication that is prescribed by a physician necessary for the student's health and well-being and must be administered during the school day.

Medical Procedure - Physician prescribed procedure that is necessary for the student's health and well-being and must be scheduled during regular school hours. Examples of essential procedures could include but are not limited to:

- Catheterization
- Blood Glucose Monitoring
- Gastrostomy feeds Regulations and Procedures

Procedures/Guidelines

1. Medications and/or medical procedures may be administered to a student by staff provided that:
 - a. The student's attendance depends on receiving medication from staff during school hours.
 - b. It is not appropriate for the student to self-administer the medication.
 - c. The student's parent/guardian are not reasonably able to attend at school to administer the medication.

2. When a student requires the administration of prescribed medication and/or medical procedures; the principal will ensure:
 - a. Parents/guardians have completed an Administration of Medication and/or Medical Procedures Form giving consent to administer medication and medical procedures and identify the type of care required prior to administering medication and/or procedures.
 - b. Consult with Student Services and school team to determine the staff member(s) responsible for the administration of the medication and/or medical procedures.
 - c. Staff has appropriate training to administer the medication and/or medical procedures.
 - d. A daily record is established and maintained documenting the administration of medication and/or medical procedures.
 - e. Proper storage and reasonable security is provide for the medication and equipment.

3. Parents/Guardians must:
 - a. Deliver the medication in the original prescription container and clearly labelled with:
 - i. The student's name
 - ii. Name of the medication and the dosage and the frequency
 - iii. The physician's name
 - iv. Expiration date
 - b. Provide written information to the school outlining storage and safekeeping requirements, possible side effects and actions to be taken in the event of missed doses, errors or side effects.
 - c. Update and inform school team of any changes in medication and/or medical procedures pertaining to their child at least once a year. Documentation from a medial practitioner would be required.

Documents/Forms

- Administration of Medication
- Administration of Medical Procedures
- Administration of Medication Log
- Administration of Medical Procedures

References

- Actualizing a Needs-Based Model – Saskatchewan Ministry of Education, 2015
- Inclusive Education – Saskatchewan Ministry of Education, 2016

Date Approved

October 30, 2018

Amended
