

School District No. 22 (Vernon)

PROCEDURE

Please file in By-Laws, Policy & Procedure Manual

No. PR 9.6.0

Adopted: 10 Jan. 1978
Amended: 15 Feb 2008

Students with Medical Needs

1. Awareness

The principal, shall, in the first staff meeting in September of each year, inform the staff members of this policy. Individual students with specific medical needs will be identified by parents. As students are identified, the circumstances of their needs shall be made known to all appropriate staff who may deal with the student.

Parents and administrators are expected to collaboratively review training and medical plan needs. In-service will be provided to staff as determined to be required. Anaphylaxis training will occur annually for all school based staff and Transportation Department bus drivers.

Medical information will be shared with other students and parents as collaboratively deemed necessary between parents and school administrators.

2. Identification

Students with life-threatening medical conditions, including anaphylaxis, must be identified at the time of registration by the parent/guardian. When circumstances change during the school year regarding a registered student's medical condition, it is the parent's/guardian's responsibility to notify the school of this change.

When a student with a health condition requiring action is identified, the student's parents/guardians will be required to complete a **Medical Alert Planning Form**.

3. Administration of Medication

School personnel will supervise or administer prescribed medication with the receipt of explicit instructions from the parent or guardian that includes written authorization from the attending physician.

When parents/guardians advise that a medication must be taken by their child while at school (orally or by an injection), a **Request for Administration of Medical/Emergency Medication Form** must be completed by the parent/guardian and physician and must be updated yearly or whenever there is a change in the administration of medication.

Schools must ensure that proper procedures are in place for the regular or emergency administration of medication. These procedures must include:

- i. Identification of storage procedures (secured location if appropriate – epipens should not be stored in a locked location)
- ii. Person(s) responsible for administering medication
- iii. Process to monitor/record administration of medication
- iv. Monitoring of current authorization forms.

Emergency Response Forms identify:

- i. Procedures
- ii. Identifying symptoms and triggers
- iii. Location of emergency medication, including auto injector
- iv. Emergency transportation needs

A copy of the completed **Medical Alert Planning Form** should be given the student's teacher(s). Other copies of this form should be posted in the medical room and office. All staff must be advised of the location of all planning forms. Original copies of **Medical Alert Planning Form** or **Anaphylaxis Medical Alert Planning Form** and **Request for Administration of Medication at School Form** or **Request for Emergency Treatment of Anaphylaxis Form** should be stored in a binder, which is kept in a central location.

4. In School Support

The provincial protocol between MCFD and Education outlines the levels of support for students with special needs requiring medical procedures. Specific guidelines related to identification and training for the "In School Support" program are found in the Special Education Handbook.