


Administrative Procedure	
Administering Essential Medications to Students and Personal Care	
	Department: Student Services
	Approved by: Leadership Council
	Date Approved: March 4, 2024
	Revision Date(s):
	Review Date:
	External References <ul style="list-style-type: none"> • <i>The Education Act, 1995</i>
Internal References <ul style="list-style-type: none"> • Health and Safety AP • Allergy Management AP • Form- Provision of Medical Procedure Parent/Guardian • Form – Provision of Non-Prescription Medication Parent/Guardian/ Independent Student • Form – Provision of Prescription Medication Physician 	

Purpose

- This administrative procedure aims to establish guidelines and expectations for the safe and effective administration of essential medication and the provision of personal care to students enrolled with Saskatchewan Distance Learning Centre (Sask DLC).

Scope

- This administrative procedure applies to all Sask DLC staff including teachers, administrative personnel and support staff responsible for administering essential medication and providing personal care to students. This procedure also applies to parents or guardians who are responsible for providing necessary medication and related information.

Policy Statement

- Sask DLC is committed to providing a safe and inclusive learning environment for all students, including those who require essential medication and personal care assistance.
- Sask DLC recognizes that most courses are offered online where the student learns from home or their local school. There may be opportunities when students will meet with their teachers in a face-to-face activity. Sask DLC recognizes that some students may require:
 - essential oral and/or injectable medication on a regular basis;
 - essential oral and/or injectable medication in an emergency situation; and,
 - essential procedures.

Procedures:

1. The Campus Principal is to ensure that students requiring medication or medical procedures during a Sask DLC face-to-face activity are identified. The principal must ensure that the Provision of Medical Procedure Parent/Guardian form and/or the Provision of Prescription

Medication Physician form has been collected and filed by the parent/guardian/independent student before administering any medications or procedures. Staff members are not permitted to administer non-prescribed medications unless provided with a completed Provision of Non-Prescription Medication Parent/Guardian/Independent Student form.

2. The Campus Principal in consultation with the Chief Executive Officer (CEO) or designate are to determine if staff members may be responsible for the administration of the medication/medical procedure. There may be times when an essential procedure would not be delivered by a Sask DLC employee when proper training has not been completed. For these cases, an alternative solution would need to be arranged with the parent/guardian/independent student.
3. If it is determined that Sask DLC employees may be required to administer essential medications or an essential procedure, the Campus Principal is to ensure that:
 - a) Designated staff are sufficiently trained to carry out the required procedures and/or an alternative solution is arranged. Assistance may be sought from parents, a public health nurse and other health care professionals. Arrangements can be made through the Assistant Superintendent of Student Services.
 - b) A secure and proper location is provided for the storage of medications.
 - c) Medications or procedures are administered in a manner respecting the dignity of the student.
 - d) Medication and/or medical procedure records are established and maintained.
 - e) Containers of medications have dispensing instructions on the pharmacy-supplied labels.
4. Prior to any educational trip the teacher is to:
 - a) Communicate to the Parent/Guardian/Independent student the nature of the educational trip.
 - b) Determine the needs of the student with the Parent/Guardian/Independent Student.
 - c) Develop, in consultation with the Parent/Guardian/Independent Student and the School-based Administrator, an emergency plan that is specific to the educational trip.
5. Medication in an Emergency Situation
 - a) In response to a parent/guardian's identification of those students who may require emergency attention from a Sask DLC employee because of a severe allergic reaction, the Campus Principal is to:
 - i. Ensure the Parent/Guardian/Independent Student provides the school with an appropriate ANAKIT or EPIPEN.
 - ii. Prepare, in consultation with parent/guardian and physician, a written action plan.
 - iii. Make Sask DLC staff aware of the identity of the student(s).
 - iv. Arrange training for all school-based employees attending the event regarding the written action plan and the administration of the ANAKIT or EPIPEN.
6. Personal Care
 - a) Some students may require:
 - i. Personal care that involves bathroom assistance.
 - ii. Transferring of the student that requires lifting.

- iii. Due to the nature of providing personal care, respect for student dignity, and the level of training required to do so safely, Sask DLC employees will not provide personal care.
- iv. At Sask DLC in-person events, parents/guardians would be responsible for providing any personal care needed.
- v. Sask DLC will collaborate with families to identify facilities that are available during Sask DLC in-person events, such as wheelchair accessible washrooms and/or family change rooms.

7. Medical Alert Bracelets

- a. All eligible students are encouraged to participate in the No Child Without Program (Medic Alert) that provides free medical bracelets to children four to fourteen (4-14) years old with chronic health issues.

Definition

Essential Medication: Refers to a physician-prescribed medication that must be scheduled during regular school-hours and is necessary for the student's health or well-being.

Essential Procedure: Refers to a physician-prescribed procedure that must be scheduled for administration to a student during regular school hours and that is necessary for the student's health or well-being. Examples of an essential procedure could include, but are not limited to:

- Gastronomy feeds;
- Catheterization;
- Suctioning;
- Response to seizures or anaphylaxis;
- Blood glucose monitoring; and,
- Response to low blood sugar emergencies.