Northeastern Catholic District School Board

PROVISION OF HEALTH SUPPORT SERVICES IN SCHOOLS

Administrative Procedure Number: APE006

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to promoting the health and well-being of its students in a safe, inclusive, equitable, and caring Catholic school community. The safety of students with a medical condition is a shared responsibility with the school, Board, family, health care practitioners and community partners. The goal of the NCDSB is to support the regular attendance of all students, including accommodating those with unique health needs as outlined in PPM 81.

REFERENCES

Education Act
Ontario Student Record Guidelines, 2000
Municipal Freedom of Information and Protection of Privacy Act
Policy Program Memorandum (PPM)
- 81 Provision of Health Support Services in School Settings

NCDSB Policy
- E-2 Prevalent Medical Conditions
- E-6 Provisions of Health Support Services in Schools
- E-24 Personal Information Management

DEFINITIONS

Authorized Medical Professional
Refers exclusively to a physician or nurse practitioner who is legally permitted to prescribe medications.

PROCEDURES

1.0 RESPONSIBILITIES

1.1 The Home Care Program of the Ministry of Health and/or the local health integration network (LHIN) at the request of a school board, will be responsible for assessing pupil needs, and for providing such services as injection of medication, catheterization, manual expression of the bladder, stoma care, postural drainage, suctioning and tube feeding.

1.2 The Ministry of Community and Social Services are responsible for ensuring the provision of health support services in children's residential care and treatment facilities.

1.3 School boards are responsible for the administration of oral medication where such medication has been prescribed by an Authorized Medical Professional for use during school hours.

1.4 School boards are responsible to provide such services as lifting and positioning, assistance with mobility, feeding and toileting, and general maintenance exercises for students with identified physical disabilities.

1.5 School boards will be responsible for necessary speech remediation, correction and habilitation programs.

2.0 ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

2.1 When the Principal has been advised that a student requires/will require medication on a regular/ongoing basis or in an emergency situation, the Principal shall obtain from the parent/guardian and Authorized Medical Professional a completed and duly signed *Authorization for Administration of Medication Form*. This includes all prescribed medication (including asthma inhalers and EpiPens) and over-the-counter medication (i.e. Advil or Tylenol).

2.2 The request and authorization by the parent/guardian and Authorized Medical Professional shall specify the medication, the dosage, the frequency and method of administration, the dates for which the authorization applies and any side effects as outlined by the Authorized Medical Professional.

2.3 Upon receiving the completed forms and authorization, the Principal shall:

i) Ensure that the Authorized Medical Professional's instructions are clear;
ii) Ensure understanding of the instructions for administration;
iii) Complete the *Student Record Form for the Administration of Medication* for each medication required for the student;
iv) Ensure anyone who may be required to administer medication in the Principal's absence (teacher-in-charge) understands the instructions for administration and knows where to find the *Student Record Form for the Administration of Medication* and how to complete it accordingly.

2.4 It is understood that no member of CUPE will be responsible for the administration of medication to students unless in the event of an emergency (i.e. student requires an inhaler or EpiPen immediately).

2.5 The Principal shall ensure that the following will happen before administering the medication:

i) Check the medication to ensure both dosage and timing of administration is accurate;
ii) Check the recipient's identification.

2.6 The Principal shall immediately contact the parent/guardian and cease the administration of medication to a student if in their opinion the student is adversely affected.

2.7 The procedure for administering medication to students shall be established in such a manner as to allow for sensitivity and privacy, and shall encourage the student to take as much responsibility for their own medication as appropriate.

2.8 The procedures shall be applied only to those services, requested in writing by the parent/guardian and prescribed by an Authorized Medical Professional, which must be provided during school hours.

2.9 The Principal shall maintain a record of administration which shall include the student's name, the time of provision, dosage given, the name of the person administering the oral medication, and the telephone numbers of the parent/guardian and Authorized Medical Professional.

2.10 All medication shall be kept in a safe place and stored in accordance with the requirements stated on the label.

2.11 The original copy of all authorization and instructions shall be maintained in the student's Ontario Student Record (OSR). Copies shall be made and retained by:

i) The parent/guardian
ii) The principal
iii) Appropriate medical personnel.

2.12 It is recommended that the authorization form be kept in close proximity to the *Student Record Form for the Administration of Medication* for quick, easy access.

3.0 PROCEDURES FOR OTHER HEALTH SUPPORT SERVICES

3.1 When a Principal suspects or has been advised that a student may or will require health support services, the Principal shall contact the parent/guardian to discuss the needs of the student and obtain from the parent/guardian a completed and duly signed form: *Authorization for the Provision of Health Support Services*.

3.2 At a meeting with the parent/guardian, the Principal will review and explain:

i) The availability of services available from the Community Care Access Centre and/or Children's Treatment Centre;
ii) The important need for obtaining a prompt medical referral to the Community Care Access Centre, if not already initiated;
iii) The need for the Principal to release any pertinent information to the Community Care Access Centre concerning the student, and duly sign any release of information consent forms, as required.

3.3 When the Authorization for the Provision of Health Support Services form has been completed and duly signed by all parties, the Principal shall immediately contact the appropriate agency and a referral made accordingly.

3.4 The Principal will cooperate with agency coordinators and others as required to determine the needs of the student and participate in the development of a written plan of care to address assessed needs, as required.

4.0 RELATED FORMS AND DOCUMENTS

FORM: Authorization for the Provisions of Health Support Services
FORM: Authorization for the Administration of Medication
FORM: Student Record Form for the Administration of Medication
FORM: Consent to the Collection and/or Release of Personal Information

Chief Executive Officer: *Tricia Stefanic Weltz*
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