

<p style="text-align: center;">STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;"><i>POLICIES AND GUIDELINES</i></p>	STUDENTS IV-B-2
	<p style="text-align: center;">Student Activities & Welfare ADMINISTRATION OF MEDICATION</p>
	<p>Adopted: November 3, 1999 Revised: June 24, 2008</p> <p>Page: 1 of 3</p>

ADMINISTRATION OF MEDICATION AND MEDICAL PROCEDURES

POLICY STATEMENT

The Strait Regional School Board recognizes its responsibility, in partnership with community health care providers, for the provision of oral/inhaled medication and/or medical procedures when required by students during school hours in order to be able to attend school.

The Strait Regional School Board will fulfill this responsibility in accordance with all pertinent legislation, policies and/or guidelines, including but not limited to:

- the *Education Act* and Regulations Under the Act (Consolidated August 2006);
- the *Special Education Policy Manual (1996)*, Nova Scotia Department of Education;
- the **Guidelines for the Administration of Medication to Students**, Nova Scotia Department of Education, December 2006, Refer to *Appendix A* contained in supporting procedures, PRO IV-B-2;
- all partnership agreements and/or Memoranda of Understanding enacted between the Strait Regional School Board and local health care service providers;
- such other publications, directives and guidelines as may be issued by the Strait Regional School Board and the Department of Education from time to time.

GUIDELINES

1. The administration of oral/inhaled medication and/or medical procedures must be conducted in a manner that promotes the health, comfort, privacy and safety of both students and staff.
2. The Strait Regional School Board will continue to work with the Guysborough Antigonish Strait Health Authority (GASHA) and the Cape Breton District Health Authority (CBDHA) to develop specific partnership initiatives dealing with the provision of supports and services for students with specialized medical needs.

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3. As partners involved in the implementation of this policy, students, parents/guardians, school board personnel and health care professionals all have important roles and responsibilities. Please refer to *Appendix B* contained in supporting procedures, PRO IV-B-2 for particulars.
4. Schools shall develop strategies and procedures, consistent with this policy, for dealing with situations involving the administration of oral/inhaled medication and/or medical procedures at the individual school level.
5. Unless prescribed by a physician, over-the-counter medications will not be provided or administered to students by school personnel.
6. No more than one week's dosage of prescribed and/or oral/inhaled medication, **excluding puffers**, will be stored in the school at anytime.
7. Principals are responsible to ensure that this policy is implemented as written.
8. Strait Regional School Board forms and templates to support the administration of this policy may be found in *Appendix C*, contained in supporting procedures, PRO IV-B-2 including but not limited to:
 - SRSB Emergency Medical Plan Form
 - SRSB Release of Information Form
 - SRSB Student Medication Log
 - SRSB School Medication Log
9. In the event that a student requires emergency medical care, school personnel will take the following steps, if necessary:
 - a. dial 911, contact Emergency Health Services and request assistance
 - b. notify the student's parents/guardians
 - c. notify the school administrator
 - d. remain with the student until such time as emergency medical personnel arrive on the scene
 - e. accompany the student in the ambulance when parents/guardians are not available
 - f. communicate with school administrators and parents/guardians any updates on the student's condition

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10. Students with chronic medical conditions, such as serious allergies, diabetes, etc., must have an annual Emergency Medical Plan Form developed, maintained and posted at the school. Please refer to *Appendix C*, SRSB Forms - Emergency Medical Plan Form contained in supporting procedures, PRO IV-B-2.

11. **The Strait Regional School Board has established a detailed set of procedures to guide all aspects of this policy. Please refer to PRO IV-B-2.**

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