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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 9610.1

## REGULATION: TREATMENT OF STUDENTS WITH MEDICAL PROBLEMS

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A Medical Alert Condition is defined as a physician diagnosed, potentially life threatening condition such as:

- Diabetes;
- Epilepsy;
- Anaphylaxis (history of a severe allergic response which requires planned support inside as well as outside the school environment);
- Severe asthma (history of episodes requiring immediate medical treatment or a history of requiring immediate medication);
- Blood clotting disorders such as hemophilia that require immediate medical care in the event of injury;
- Serious heart conditions; and
- Other conditions which may require emergency care and/or the administration of medication as determined in consultation with parents/student/family physician, school and Medical Health Officer or designate.

In order to provide for a level of supervision and care that secures the safety and well-being of students with medical problems the following procedures will be observed:

### 1. REGISTRATION PROCEDURES

Uniformly accurate medical information recorded at the time of registration and diligently updated by the parent is of extreme importance to the individual student and to the well-being of the general student population.

- 1.1. The principal should ensure that the parent/guardian completes a Student Information Form prior to the student's attendance at school.
- 1.2. The parent/guardian is responsible to complete the Medical Alert Form as per the instruction on the Student Information Form and revise as necessary to keep the information current.
- 1.3. The principal should ensure that the parent/guardian of a student with a completed Medical Alert Form is made aware of this Policy and Regulation.

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**2. SCHOOL BASED PROCEDURES**

- 2.1 At the principal's discretion, a case conference will be convened involving the appropriate stakeholders to determine the daily care of the student and any steps to be taken should an emergency arise. The resulting care plan will normally be in place prior to the student attending school.
- 2.2 The public health nurse will be available to:
- a. consult with school staff and/or parents/guardians' physician when there are concerns or questions about the condition and treatment of the student;
  - b. instruct staff on procedures in emergency situations as required;
  - c. refer students to other agencies and services in accordance with established protocols.
- 2.3 Under normal circumstances, medication will not be administered by school personnel. However, if absolutely necessary, arrangements will be made at the school to allow for the administration of medication by school personnel.
- 2.4 Where medication is to be administered by school personnel, the principal should ensure that:
- a. relevant medical information is provided to the school through the completion of Medical Alert Forms.
  - b. the parent is informed that if changes occur in the student's condition, the parent/guardian must contact the school and provide revised instructions. The parent/guardian is required to update this information in September of each year or as changes are made during the school year.
  - c. if medication is required it will be supplied to the school in the original container with the student's name and the pharmacist's directions for use including dosage.

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- d. a record sheet for the administration of medication for each student shall be maintained in the location where medication is stored. This sheet will show date, time and dose of each medication administration, the amount of medication originally in the container, any other pertinent information, and the initials of the person administering the medication.
  - e. the Public Health Nurse for the school will be informed of the student's condition and provide consultative services as appropriate.
  - f. staff working with the student (including Teachers on Call and sub Para-professionals) will be informed of the student's medical condition.
- 2.5 If a school is required to store medication:
- a. the principal shall arrange to have medication clearly identified and stored centrally in the school and in an appropriate place.
  - b. in the event that the supply of medication stored at the school is used up or expired, it is the responsibility of the parent/guardian to renew the supply.
  - c. only authorized school personnel shall have access to medication.
  - d. any unused or expired medication shall be returned to the parent/guardian.
- 2.6 Upon written request by the parent/guardian, the principal will arrange for the supervision of a student who leaves a class for the purpose of self-administration of medication outside the regular break times.
- 2.7 In all cases, more than one staff member shall be trained in the administration of the medication and/or the management of a medical condition in order to provide an alternative person in the case of absence or unavailability.

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- 2.8 Upon written request by the parent and physician, a teacher will observe and report any change in a student's behaviour while on medication. Such a report shall not be unreasonable in length or detail required.
- 2.9 The principal will ensure that:
- a master list of students with Medical Alert Forms be kept in a prominent place in the office and other school locations as deemed appropriate;
  - Medical Alert Forms be filed in a prominent place in the office;
  - copies of Medical Alert Forms be filed in the appropriate student files;
  - copies of Medical Alert Forms be provided to staff members and substitute employees who work with students having medical alert conditions.
- 2.10 In emergency situations, a parent/guardian (or the emergency contact if the parent/guardian cannot be contacted) shall be contacted and the student taken to a hospital/medical clinic.

**3. STUDENTS WITH SPECIAL NEEDS**

Some students with special needs may require specialized services to facilitate integration into the school system. The Ministry of Education and the Ministry of Health have agreed to protocols regarding the provision of such services. Principals will ensure that the protocols are followed.

**3.1 Protocols**

The protocols identify three levels of care for the provision of in-school support for students with special needs.

**Level 1 care:** personal care service provided by Teacher Assistants

Procedures (illustrative)

- routine oral hygiene
- routine cleanliness of hands and face

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- dressing
- toileting
- diapering
- assisting with walking
- assisting with operation of wheelchair
- assisting with oral feeding
- assisting with transfers i.e. chair to toilet
- positioning of student
- assisting student who is experiencing symptoms of common illness i.e. vomiting

**Responsibility:** School District Teacher Assistants provide this service. The principal will ensure that a plan is in place to deliver the service. The plan is developed at the school by school personnel with appropriate consultation and is included in the Individual Education Plan.

**Level 2 care:** specialized health service provided by qualified Teacher Assistants

Procedures (illustrative)

- administration of medications by nebulizer
- caring for urinary drainage bags
- caring for an ostomy appliance
- condom application for urinary drainage
- bladder catheterization using clean technique
- monitoring students doing self catheterization
- management of frequent and severe seizures
- administration of medication if a student has other level 2 requirements
- gastrostomy/mesogastric tube feeding
- administration of present oxygen
- application of therapeutic dressings
- blood glucose monitoring requiring specific action based on results
- oral suctioning
- child specific conditions in which ongoing monitoring and documentation from Teacher Assistant are required. Decision to become involved is based on

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consultation with, or at the invitation of the public health nurse in the school.

**Responsibility:** Ministry of Health provides In-School Support Nurses to train and certify School District Teacher Assistants to provide these services. The principal will ensure that school personnel be part of the consultative process as appropriate and that a Health Care Plan is developed and included in the Individual Education Plan for the student.

**Level 3 care:** specialized health service provided by nurses licensed to practice in British Columbia

Procedures (illustrative)

- Is determined by the Care Coordinator after a nursing assessment is completed.
- When the expertise and judgement of a registered or licensed practical nurse is required.
- When the child's complex care requires an understanding of many aspects of the student's health condition and/or health technology.
- When assessment skills and discretionary judgements are required competencies.
- If a student requires a combination of level 2 health care procedures at school which may involve deterioration of a vital body system.
- When a student requires appropriate and timely interventions to prevent a compromised health status or death.
- For a student who has a tracheostomy.
- For a student who is ventilator dependent.
- For a student who requires pharyngeal suctioning.

**Responsibility:** Ministry of Health arranges for and provides these services.

The principal will ensure that school personnel be part of the consultative process as appropriate.

Revised: 1997-08-28  
Adopted: 1987/05

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