

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
FIRST AID AND EMERGENCY MEDICAL CARE (Administration of Urgently Required Medication/Treatment)	JLCE-1

I. POLICY

The Louis Riel School Division recognizes that all schools have a duty of responsibility for the safety and welfare of students during school hours and after school hours during any school sponsored activities on or off school premises. It's important to review basic first aid practises to ensure that staff can deal with minor first aid situations and respond to emergencies. There are, as well, rare occasions when emergency procedures are required in life threatening situations, including but not limited to acute allergic reactions (anaphylaxis – see [Policy JLCE-2](#)), asthmatic attacks and response to low blood sugar emergencies.

II. GUIDELINES

To ensure the safety and protection of students, staff and parents/guardians, the following **procedures** must be followed by all trained School Division personnel who are assigned to administer medication/treatment to students within the Division. For prescribed medication/treatment to be administered in the school, the parent/guardian must comply with the **procedures** outlined in this policy. In many circumstances a child can safely, competently, and consistently manage their own medication administration.

Medication that may be required urgently shall always be carried on the person of the student requiring the medication or the staff responsible for administering the medication and shall not be stored in a locked location. Where a question arises regarding the urgency of medication or the capability of a student, a registered nurse, as provided by URIS, in consultation with parent/guardian, physician, and school personnel shall develop an appropriate plan.

If conditions of this policy are not met by the parents/guardians, the Division may not be in the position to help the student in the event of medical needs/emergencies.

III. PROCEDURES

A. Information and Awareness

I. Identification of student(s) who may urgently require medication/treatment to school authorities:

- i) It is the responsibility of the parent/guardian whose child is known to have a condition that may urgently require medication/treatment to identify their child to

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the school administrator by completing the health information section of their school registration form.

- ii) School case manager will complete [Group B URIS Health Care Procedures](#) for each identified child and forward to the Assistant Superintendent of Student Services (or designate).
 - iii) Assistant Superintendent of Student Services (or designate) forwards all Group B Health Care Procedures to URIS to access funding for the training and monitoring of School Division staff by a registered nurse.
 - iv) The registered nurse shall review Group B Health Care Procedures for each identified student.
2. Identification of students who may urgently require medication/treatment to staff:
- i) All staff members shall be made aware that a child who may urgently require medication/treatment is attending their school and the child shall be identified, either individually or at a staff meeting at the beginning of the school year.
 - ii) All students identified as having a life-threatening allergy (anaphylaxis) shall have an "allergy alert" attached to their cumulative file. This "allergy alert" shall remain on the cumulative file throughout the student's attendance in Louis Riel School Division. (see Anaphylaxis [Policy JLCE-2](#)).
 - iii) It is recommended that students wear a medic-alert bracelet that identifies specific medical information.
 - iv) Medications shall be clearly marked with the student's name.
3. Training for teachers and other school staff:
- i) The school administrator will ensure that group training provided by a health care professional (i.e. registered nurse/doctor/pharmacist) occurs annually with school personnel, lunch hour supervisors and volunteers (if deemed appropriate by the school administrator) in schools where children with life threatening medical conditions are enrolled.
 - ii) The School Division will provide opportunities for group training provided by a health care professional for substitute teachers and bus drivers. Any new employees/volunteers e.g. lunch supervisors who may have missed the school-based training could attend these sessions.
 - iii) All staff who may be in a position of responsibility for children with life threatening medical conditions will receive, from a registered nurse, child specific training related to the medical condition.
 - iv) Parents/guardians of the child with life threatening medical conditions will ensure that the specific information about their child is made available to school personnel to be included in training sessions. Parents/guardians are encouraged to attend/participate in training sessions.
4. Sharing information with other students and parents/guardians:
- i) In consultation with parents/guardians and student, the school may identify a student with life threatening medical conditions to classmates who are in direct contact with the child and enlist their understanding and support. This will be done in a way that is appropriate to the students' age and maturity, without creating fear and anxiety.
5. Maintaining open communication between parents/guardians and the school:
- i) The school will maintain open lines of communication with the parents/guardians of students with life threatening medical conditions.

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- ii) Parents/guardians will be involved in establishing specific plans for their own children and may be involved in training staff in emergency procedures.

B. First aid and emergency medical care

I. Responsibilities of the Administrator

- i) Assist with the development and implementation of regulations and procedures for reducing risk in classrooms and common areas.
- ii) Ensure basic first aid training occurs on annual basis
- iii) Ensure first aid kits are available and in well-marked accessible areas of the school
- iv) Ensure all staff and, where appropriate, lunch hour supervisors, bus drivers, and volunteers receive specific training for life threatening allergies and diabetes as needed.
- v) Ensure parents are contacted and incident reports are completed when required.
- vi) Ensure that all substitute teachers are informed of the presence of a child with life threatening allergies and that appropriate support/response is available should an emergency occur.
- vii) Develop a school plan for reducing risk in classrooms and common areas.
- viii) Administrators are responsible for seeing that substitute teacher files contain a copy of this emergency plan.

2. Responsibilities of the Classroom Teacher

- i) Jointly with school administration, teachers are responsible for creating a safe and healthy instructional setting integrating hazard identification, assessing the risks, and controlling the
- ii) situation in all aspects of the facility
- iii) Leave information in an organized, prominent and accessible format for substitute teachers.
- iv) Display in the classroom (with parent/guardian/child approval), a photo-poster identifying the child with life threatening allergies.
- v) ensure that products and tools used in the classroom are safe for the age and ability of the students
- vi) provide training specific to using equipment that could cause injury
- vii) Discuss anaphylaxis, in age-appropriate terms, with the class.
- viii) Encourage students not to share lunches or trade snacks.
- ix) Choose products which are safe for all children in the class.
- x) Instruct children with life threatening allergies to eat only what he/she brings from home.
- xi) Reinforce hand washing before and after eating.
- xii) Where appropriate, facilitate communication with other parents/guardians.
- xiii) Follow the Louis Riel School Division Anaphylaxis [Policy JLCE-2](#) for reducing risk of exposure to allergens.
- xiv) Ensure that Medication are taken on field trips and emergency response plans are in place when planning the trip.
- xv) Consult with parents/guardians when planning activities such as field trips, art, science and human ecology projects in order that alternate plans can be developed if necessary.

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Required Forms:

[Authorization for the Administration of Medication](#)

[Group B URIS Health Care Procedures](#)

[WRHA letters to parents/guardians](#)

Reducing exposure to bloodborne and other bodily fluid pathogens [protocol](#)

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