



SCHOOL DISTRICT NO. 64

**PROCEDURE 4250
Student Medical Care Plan and Medication**

*"Inspire learners, Integrate sustainability,
Involve community"*

Section: Students

Dates of Revisions: November 12, 2003; June 13, 2018

Date of Adoption and

Resolution Number: April 14, 2021 – 41/21

Implementation of Medical Care Plan and Administration of Oral/Topical Medication to Students

1. Requests to the school district to implement a medical care plan for serious medical condition, or to administer medication (short-term or long-term) must be based on the student's requirement to have a medical care plan or receive medication during school hours to allow regular attendance.
2. The Principal has primary responsibility for ensuring the health, safety and well-being of students during school hours.
 - a. The Principal will inform the Public Health Nurse of the names of all students requiring a medical care plan or medication so that instructions or training can be given as needed to the Principal or any staff who volunteers to implement the medical care plan or administer the medication.
 - b. Instruction to staff volunteers will be updated as needed by the Public Health Nurse, or by request of the Principal and records will be kept of such training. Instructions will be type written.
 - c. The Principal must ensure that the parent and physician have signed the form from the Public Health Nurse and the form is upgraded as necessary.
 - d. Medication(s) and devices will be provided in original containers.
3. A log will be kept in the school of the dates and times of actions associated with the medical care plan or the administration of medications or supervision of self-medication including any special circumstances and the names of the students concerned.
4. Each school in the district must have a Medical Alert Plan in place for medical care procedures and medications needed on a long-term basis. That plan will meet the health and safety needs of the students it serves and will be posted in an appropriate place.

5. In emergency situations every employee has a duty to render assistance to a student, including the implementation of the medical care plan, or the administering of medication where necessary.

Forms:

- 4250-1 Medical Care Plan for Students with a Serious Medical Condition
- 4250-2 Administration of Oral or Topical Medication
- 4250-3 School Log of Actions and Administration of Medications to a Student
- 4250-4 Diabetes Support Plan and Medical Alert Information

References:

- *Policy 3120, Communicable Diseases/Exclusion*
- *Policy 3150, Severe Allergies/Anaphylaxis*

Resource:

- SD61 (Greater Victoria). Sections 4 and 5, Tool Kit for Management of Emergency Medical Conditions. <https://www.sd61.bc.ca/wp-content/uploads/sites/91/2015/04/May-2015-GVSD-Tool-Kit-for-Management-of-Emergency-Medical-Conditions2.pdf>
- Provincial Standards: Supporting Students with Type 1 Diabetes in the School Setting