

# administrative regulation

Administrative  
Regulation No.  
6002

Classification:  
Schools/Students

Effective Date:  
March 31, 2014

## Student Health Services

### 1 | Purpose

The purpose of this Administrative Regulation is to:

- identify the guidelines under which health services are available for students within the CBE.
- identify guidelines for practices supporting students with significant health concerns.
- identify the precautionary steps required to mitigate the risks of life threatening situations.

### 2 | Scope

This Administrative Regulation applies to:

- all students within the CBE and all staff working with CBE students.

### 3 | Compliance

All employees are responsible for knowing, understanding and complying with this Administrative Regulation.

### 4 | Principles

The following principles apply:

- CBE is committed to ensuring the provision of plans, programs and/or services that will enable students with health or medical concerns to attend and participate in school.
- CBE cooperates with arrangements made with health care providers.

### 5 | Definitions.

**CBE:** means The Calgary Board of Education.

**Parent:** means the parent as defined in Section 1(2) of the School Act of Alberta.

**Medication:** means a drug that is obtained either through prescription by a physician or over the counter purchase.

**Emergency response protocol:** means a written plan which outlines the actions required to address the specific needs of a student's particular health concerns.

**Medical supports:** means equipment or accessories required to maintain health (e.g. injectors, inhalers, etc.).

**Self-administer:** means the student assumes responsibility for independently carrying and taking medication.

**Significant health concerns:** means serious or life threatening health conditions including, but not limited to, severe allergies, anaphylaxis, diabetes, epilepsy.

**Student:** means an individual enrolled in a CBE school, program or course.

## 6 | Regulation Statement

### General

- 1) Parents are responsible for informing the school of a student's health needs or health concerns which could affect the student's behaviour and learning and/or the welfare of other students and/or staff.

### Significant Health Concerns

- 2) Parents are responsible for:
  - a) advising the principal and appropriate staff when a significant health concern is diagnosed,
    - i. at the beginning of each school year,
    - ii. when health concern changes, and
    - iii. when the student changes schools;
  - b) providing and maintaining current emergency contact and response information;
  - c) working with the principal or designate to complete the Student Health Plan and the Emergency Response Protocol, as required, when the student is first registered, re-registered in another CBE school, or when the student's health concern changes;
  - d) reviewing and revising the information and health plan annually with the principal or designate;
  - e) providing the principal with a recent photograph of the student;
  - f) providing the student with a Medic Alert bracelet or other suitable identification;
  - g) providing the student with medical supports as prescribed by a physician and ensure that the student has the supports readily available, while at school, on off-campus programs, off-site activities or at other school events and activities;
  - h) checking expiry dates of medication and injectors and replacing them as necessary;
  - i) when dietary concerns are present, providing snacks and lunches for the student;

- j) assisting the principal by supporting the provision of educational information about the specific health concerns to other parents and the school community; and
  - k) advising the student's school bus carrier.
- 3) Students with significant health concerns, when developmentally appropriate, must:
- a) be aware of the triggers and how to minimize their risk of exposure to them;
  - b) know how to recognize symptoms of a significant reaction;
  - c) promptly inform a teacher or an adult as soon as they sense a reaction or the appearance of symptoms;
  - d) keep an injector, medication or other required medical supports handy or in a known location, at all times;
  - e) know how to monitor their health, use an injector, inhaler or take the required medication;
  - f) when dietary concerns are present, consume only foods and drinks brought from home unless authorized by the parents in writing; and
  - g) not share medication.
- 4) The principal is responsible for:
- a) planning the coordination and management of protocols, services and responses regarding students with significant health concerns.
  - b) involving the parent(s) in all phases of planning.
  - c) advising the parents of the student of this CBE regulation;
  - d) consulting with and advising the parents regarding the school procedures;
  - e) ensuring an emergency response protocol is developed specific to each individual, in cooperation with parents and other health care professionals as necessary;
  - f) keeping the emergency response protocol in a readily accessible location at the school;
  - g) advising the school bus carrier of the individual student's

health concerns;

- h) advising the school council and the school community, as required, of any school specific procedures;
  - i) advising all staff members of students who have significant health concerns as soon as possible;
  - j) notifying the parent(s) that the student's picture and emergency response plan will be displayed in a manner to inform staff who need to have access to the information to serve the best interest of the student: and
  - k) reviewing the health plan annually with the parent(s) of the individual student.
- 5) Staff working with students with significant health concerns must:
- a) know the school's emergency response protocol;
  - b) avoid allergenic foods and substances for classroom events;
  - c) avoid introducing known items/substances which could trigger a significant response;
  - d) follow school policies and practices for reducing risk in classrooms, common areas and school sponsored events;
  - e) discourage the sharing or trading of food;
  - f) encourage an empathetic understanding of significant health concerns and the seriousness of the consequences, with other students;
  - g) facilitate appropriate communication with other parents;
  - h) leave information about students with significant health concerns in an organized, prominent and accessible format for substitute teachers and other temporary staff;
  - i) discuss significant health concerns in appropriate terms with all individuals working directly with students, and explain the school rules and the school's emergency response protocol; and
  - j) ensure the emergency response protocol and required medication is taken on off-site activities.

**Communication**

- 6) The principal must ensure that:
- a) all school-based staff receive training annually or more

frequently if required, in the awareness and understanding of significant health concerns including, recognition of triggers, symptoms, reactions, the use of injectors and the emergency response protocol; and

- b) off-site activity service providers and CBE participants are notified of the student's significant health concern.
- 7) With the consent of the parent, the principal and the appropriate classroom teacher(s) must ensure that:
- a) the student's classmates are provided with information on significant health concerns in a manner that is appropriate for the age and maturity level of the students; and
  - b) strategies to support acceptance and understanding are incorporated in this information.
- 8) Information provided by parents regarding a student's medical status and needs will be made known to school staff in accordance with the wishes of the parent and/or in accordance with the need of staff for the information, as determined by the principal.
- 9) The principal must ensure that:
- a) a school emergency response protocol is developed and reviewed annually for all students with significant health concerns, including:
    - i. provision for the collection and storage of prescribed/required emergency medical supports including injectors, inhalers etc.;
    - ii. procedures to be followed;
    - iii. location of the medication;
    - iv. photographs of students; and
    - v. off-campus, off-site, and lunch program procedures.
  - b) any emergency medications provided the parent(s) and which are not in the student's possession are stored in a secure and accessible location at the school; and
  - c) all individuals working with students are aware of the location of the emergency medications including injectors and inhalers; and
  - d) debriefing of an emergency protocol occurs following an incident.

**Emergency  
response  
protocol**

**Administration**

- 10) Parents are responsible for:

## of Medication

- a) the timing, dosage and administration of medication until the student is capable to self-administer; and
- b) administering required medication at home.

11) Except as provided for in this regulation, no medications are to be given during school activities.

## Medication during school activities

12) If a student requires medication during school activities:

- a) the appropriate completed and signed CBE forms must be received from the parent and approved by the principal;
- b) the administration of medication must be supervised by a staff member;
- c) administration of medication must be supervised with sensitivity and in a manner which allows for privacy;
- d) prescription medications must be in pharmacy labelled containers clearly marked with the student's name, dosage, time of administration of medication and storage requirements;
- e) over the counter medications must be in the original container clearly marked with the student's name, dosage, time of administration of medication and storage requirements; and
- f) the conditions for the supervision of the administration of medication are mutually agreed upon by the principal, the supervising staff member and the parent(s).

13) If the principal approves a student to receive medication during a school activity, subject to section 12, the following will apply:

- a) the student will be expected to assume as much responsibility as developmentally appropriate for the handling and administration of the medication under supervision; and
- b) the approval will remain in effect only as long as the arrangements are satisfactory to the principal and supervising staff.

14) Injection of medication in non-emergency situations will be administered only by a health professional, the parent or the individual student.

15) Instructions provided by parents and physicians relating to student medication are to be made known to staff and followed with

reasonable care.

- 16) When medication is being brought to school or to a school activity:
- a) the medication must be transported and stored in safe and secure manner that meets the instructions provided by the student's parent and/or physician; and
  - b) unused medication will be returned to the parent at the end of the school activity or at the end of the school year.

**Self-administration of medication**

- 17) Where students are self-administering the medication must be restricted to a single day's dosage and must be handled in a safe and responsible manner.

**School records**

- 18) A school office record is to be maintained which includes:
- a) names of students who take or receive medications;
  - b) medications taken by these students; and
  - c) emergency contacts given by the parent or physician.
- 19) Upon request the parent of the student or the student, health information of the student will be placed on the official student record.
- 20) Records are to be retained according to the CBE approved record retentions guidelines.

**Information sharing**

- 21) Subject to the provisions of applicable provincial law and regulation, information will be shared with approved agencies when it is in the best interest of the student to do so.

**Community supports or services provided in schools**

- 22) The medication and other health needs of a student may be met at school by a private practitioner or agency provided that arrangements are:
- a) consistent with the provision of this regulation;
  - b) acceptable to and approved by the principal; and
  - c) contained in an written agreement signed by the parent.

## **Emergencies**

- 23) When a student is judged to require immediate medical attention or suffers an accident, staff are expected to act as follows:
- a) if a student is seriously injured or if there is uncertainty about the seriousness of an accident, call 911;
  - b) contact a parent as soon as possible;
  - c) provide adult supervision until relief is provided by a parent or by medical personnel;
  - d) if time does not permit, or a parent cannot be contacted, take immediate action to provide medical attention until Emergency Medical Services take over and advise the parent as soon as is reasonably possible thereafter;
  - e) file an Accident/Incident Report – Student or Volunteers; and
  - f) review the incident and responses.
- 24) Emergency treatment of specific conditions is to be handled in accordance with directions provided by the parent or physician or in accordance with the emergency response protocol stated above and contact with the parent made as soon as possible.
- 25) If a student is taken to a medical facility by emergency personnel without contact having been made with a parent, the principal or designate will endeavour to arrange for the student to be accompanied by an adult until one of the following occurs:
- a) a parent arrives;
  - b) medical staff assumes responsibility (if within the city); or
  - c) the student is discharged by medical staff and you return the student to school or school activity.
- 26) Decisions regarding medical treatment must be left to medical staff, the parent and the student.
- 27) Students will not be transported for medical reasons by school staff or volunteers.

## **Illness during the day**

- 28) If a student becomes ill during the school day:
- a) the principal or designate will notify the parent or emergency contact person who has been identified by the parent;
  - b) arrangements must be made with the parent or emergency contact person before a student is sent home;



## Reporting

- 29) Any student who is accommodated in a medical room in the school will be monitored by a CBE staff member.
- 30) The principal must ensure that an Accident/Incident Report– Student or Volunteers form is completed and submitted when there is an event with a student that results in, or may result in, medical intervention of any kind.

## 7 | History

Approval	June 20, 1963
Next Review	June 2016
Revision/Review Dates	March 1995 February 2003 March 2014

## 8 | Related Information

- Resource guide for significant health concerns
- Emergency Response Protocol
- Student Health Plan
- Accident/Incident Report – Student or Volunteers