

ADMINISTRATIVE PROCEDURE 315

Sick or Injured Students

BACKGROUND

Staff members of the Renfrew County District School Board are required to provide appropriate assistance to students during the school day in the event of illness or injury.

The provision of health services and the management of prescription drugs are the primary responsibility of parents or guardians. Most prescription drugs and, in particular, antibiotics, may be administered effectively outside of school hours. However, the Director of Education authorizes staff to assist in the provision of health services in schools when medically necessary in accordance with the terms of this procedure.

The Director expresses confidence in and support of all staff members in carrying out their responsibilities under the Education Act and this administrative procedure. This includes support for any reasonable action during regular school hours or at any school-sponsored event or on the school property at any time.

PROCEDURE

A. Injured Students

1. If the nature of the wound requires immediate treatment, the treatment shall be rendered by a qualified first aid person.
2. The parent shall be notified immediately. Once this contact is made, the problem of further treatment of the injury becomes the responsibility of the parent. Normally, the parent will pick up the injured student and take him/her to the family doctor, to the emergency section of the hospital, or to the student's home. Where the injury necessitates any one of these measures and where the contacted parent has no car, the principal shall arrange for a taxi to pick up the parent and drive the parent and the student to the hospital or to the doctor.
3. Where the immediate treatment of the student is absolutely necessary and the parent cannot be contacted, a staff member shall assess the injury to the best of his / her ability and give consideration as to whether the student needs to be transported to the hospital by ambulance. If an ambulance is not required, the staff member shall transport the student to the nearest emergency station of a hospital, or a doctor's office in the most expedient manner possible, and the school shall continue to try and reach the parent until the parent has been informed.

4. Where the immediate treatment at the hospital or doctor's office is necessary and transportation is not readily available, an ambulance should be considered as the first option. If an ambulance is not required, taxi transportation may be provided out of petty cash.
5. The principal of the school should ensure detailed completion of the accident form that has been provided by the district. Particular care should be taken to describe the nature of the accident and its cause. Names of witnesses should be obtained and statements prepared.

B. Students Who Become Ill on School Premises

When a student becomes ill while on school premises, the principal or a teacher, acting under authority and responsible to the principal, will take the following steps:

1. The principal or designate will keep the student comfortably accommodated and under supervision at school until the parent arrives or authorizes the student's release.
2. The principal or designate and the parent will determine the manner in which the student is to reach home. Transportation will normally be the responsibility of the parent but may be arranged by the principal when warranted.
3. Where the parent cannot be reached, the principal may exercise discretion with respect to seeking expert medical assistance and shall continue to make an effort to get in touch with the parent.
4. The principal will keep on record in the school files, the telephone number of each student's parent/guardian and an alternate number(s) that should be called in urgent situations.

C. Health Services and the Management of Prescription Drugs in Schools

1. School personnel shall only become involved in the provision of health services and the management of prescription drugs in the schools when such services are necessary for the health and safety of specific students.
2. A request by the parent for school involvement shall not be accepted if there is a possibility that the health service or management of prescription drugs can be administered at home rather than school. The principal may contact the health unit and/or the student's family doctor with parental consent for assistance in determining the need and management for such service in the school.
3. The principal shall require written consent:

- (a) A consent form from the parent/guardian authorizing the principal or designate to administer prescription drugs to a student must be received prior to the management of prescription drugs. The principal or designate shall not administer a prescription drug to a student if the student has not been administered the drug prior to this, to guard against the possibility of an allergic reaction. The prescription drug must be in its original container with original label. Any changes must be accompanied by the physician's orders.
 - (b) The principal shall require written authorization from a physician before administering the health service and/or the management of prescription drugs. All written authorization - parent and physician - must be filed in the student's Ontario Student Record (OSR).
 - (c) If, in the principal's opinion, the school is unable to provide health care for a specific case, the principal shall refer the matter to the appropriate superintendent.
4. It is the responsibility of the Renfrew County District School Board to provide appropriate training for the provision of any required health services or administration of prescription drugs. Only staff trained to provide the authorized health services or administration of prescription drugs shall do so. School personnel including teachers, secretaries, educational assistants, and school support counsellors are permitted, under emergency circumstances, to provide health services and administer prescription drugs with the written authorization of the parent and/or physician. The daily administration of prescription drugs shall be the responsibility of the principal, who may designate this to the vice-principal, or other school personnel.
5. A written log shall be maintained when drugs are administered during school hours. The log shall include the name of the medication, the dosage, and the date and time it was given. In addition, the log shall reflect the date of initiation of the drug therapy in the school, any absenteeism, and the drug discontinuance date.
6. Each year, at the end of June, the parent/guardian shall arrange for a renewal of the consent form.
7. Any change in medication or care shall be accompanied by a new consent form.
8. Medication shall be kept in a secure location in the office area and administered in the office area. No medication shall be administered in a classroom setting unless under an emergency situation. Sharp containers should be kept in the office area to ensure safe disposal of these containers.

9. Upon a physician's written authorization, the principal may give permission for a student to carry emergency medication.

Legal Reference:

Education Act, S. 265

Ontario Regulation 298 - Operation of Schools, S. 20

Guideline - Ontario Student Record (OSR)

Ministry of Education Policy/Program Memorandum No. 81:

Provision of Health Support Services in School Settings