

Statement of Policy

Greater Saskatoon Catholic School Division recognizes that some students might require the provision of essential medication and/or procedures during the school day. The Division has a duty to accommodate to a reasonable extent, those students who require health care practices in order for them to attend school regularly.

When any student is in need of emergency medical assistance and/or emergency medication, an employee shall seek medical help as quickly as possible and assist the student to the best of his/her ability. These services are essential to a student's health and GSCS employees may provide the necessary health care services or contract these services from a medical agency. Any medications and health services administered by a GSCS employee must be prescribed by a physician and authorized by the principal.

Rationale

To ensure the provision of appropriate administration of medication and medical procedures for students with Greater Saskatoon Catholic Schools who require assistance.

Authority

- The Education Act, 1995, Section 190

Definitions

Medication: Any medication including over-the-counter medication that is prescribed by a physician necessary for the student's health and well-being and must be administered during the school day.

Medical Procedure: Physician prescribed procedure that is necessary for the student's health and well-being and must be scheduled during regular school hours. Examples of essential procedures could include but are not limited to:

- Catheterization and/or Colostomy Care.
- Blood Glucose Monitoring and Insulin Administration.
- Gastrostomy Feeds and Flushes.

Procedures/Guidelines

1. Medications and/or medical procedures may be administered to a student by staff provided that:
 - a. The student's attendance depends on receiving medication from staff during school hours.
 - b. It is not appropriate for the student to self-administer the medication.
 - c. The student's parent/guardian are not reasonably able to attend at school to administer the medication.
2. When a student requires the administration of prescribed medication and/or medical procedures; the principal will ensure:
 - a. Parents/Guardians, in collaboration with physician(s) and the school team, will complete a Medical Management and Response Form on Clevr™, providing consultation with student services and the school team to determine the staff member(s) responsible for the administration of the medication and/or medical procedures.
 - b. Staff has appropriate training to administer the medication and/or medical procedures.
 - c. A daily record is established and maintained documenting the administration of medication and/or medical procedures.
 - d. Proper storage and reasonable security are provided for the medication and equipment.
3. Parents/Guardians must:
 - a. Deliver the medication in the original prescription container and clearly labelled with:
 - i. The student's name.
 - ii. Name of the medication and the dosage and the frequency.
 - iii. The physician's name.
 - iv. Expiration date.
 - b. Provide written information to the school outlining storage and safekeeping requirements, possible side effects and actions to be taken in the event of missed doses, errors or side effects as part of the Medical Management and Response Form completed through the Clevr™ platform.
 - c. Update and inform the school team of any changes in medication and/or medical procedures pertaining to their child at least once a year. Documentation from a medical practitioner would be required.

Documents/Forms

- Medical Management and Response Plan
- Administration of Medical Record
- Administration of Medical Procedures Record

References

- Actualizing a Needs-Based Model – Saskatchewan Ministry of Education, 2015
- Inclusive Education – Saskatchewan Ministry of Education, 2016

Revision History: Record of Board Review, Policy Institution, and Revision

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