

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 316 – Chronic Student Health Services	
Related LCSDF AP's		
Form(s)	F 146.1 – Individual Exemption Form – Use of Personal Electronic Devices F 316.1 – Parent Authorization for Chronic Health Care At School F 316.2a – Letter to Doctor Regarding Health Services F 316.2b – Letter to Doctor Regarding Health Services (Epilepsy) F 316.3 – Daily Medication Record F 316.4 – Daily Record of Health Care Interventions F 316.5 – Sample Health Services Plan F 316.6 – Child Specific Emergency Plan	
References:	<i>The Education Act, 1995</i> sections 85, 87, 175, 188, 190 The Occupational Health & Safety Regulations, 1996	
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Special Note: This Administrative Procedure will continue to guide the development of a student health service plan. However, the requirement of a signed doctor's note describing medical intervention and/or the dispensing of medications by school division personnel is fully implemented effective September 1, 2015.

Background

The Division recognizes it may be necessary to administer medication and other health-related services to students who suffer from chronic or long-term health issues. The Division will accommodate, to a reasonable extent, those students who require health and personal care practices in order for them to attend school regularly in recognition that every student has the right to an education.

Procedures

1. Parents must request that the school provide necessary health care services using F316.1 - Parent Authorization for Chronic Health Care at School. A form letter, provided by the school, completed by a medical doctor must support this request for all prescribed medication/services from the home using F316.2a - Letter to Doctor Regarding Health Services or F316.2b - Letter to Doctor Regarding Health Services (Epilepsy).
2. All medical health plan documentation will be filed in the student file. F316.6 - Child Specific Emergency Plan will be posted in an area easily accessible by school personnel.
3. Any medication to be administered to the student must be brought from home by a parent or legal guardian. The parent will ensure that the correct medication is provided and that it is available as required.

- a. The medication container must have the dispensing instructions noted on it and must have the official label of the pharmacy if this information has not been specifically identified on F316.1 - Parent Authorization for Chronic Health Care at School. This container of medication should be strictly for use at the school.
 - b. Medication stored in the school must be stored securely.
4. The Principal will assign staff members in the school with the responsibility to administer medication and/or health care to students:
 - a. The designated staff member(s) shall be responsible for keeping a schedule and maintaining F316.3 - Daily Medication Record.
 - b. The designated staff member(s) shall report all medical interventions on F316.4 - Daily Record of Health Care Interventions.
5. The Principal will arrange all training requirements in consultation with the Superintendent of Education. Costs associated with necessary training will be covered by the Division, subject to approval of the Chief Financial Officer or designate.
6. Each school shall maintain a general level of readiness for dealing with health care needs that may arise with or without warning by maintaining a school-based readiness plan. This plan shall include:
 - a. Universal staff awareness in Occupational Health and Safety issues and practices, as well as awareness of AP 161 -Universal Precautions. Universal Precautions are actions taken to avoid the transmission of microorganisms/germs and are based on the assumption that all blood and body fluids are contaminated. Adherence to universal precaution guidelines protect the school staff and students by preventing the spread of infection through contact with contaminated blood or other body fluids of known, unknown or undiagnosed carriers.
 - b. Availability of staff with current first aid with CPR training.
 - c. Availability of standard first aid kits, maintained and checked regularly and kept in identified places for ease of access.
 - d. A general "school crisis response plan" (e.g. School evacuation for students with limited mobility)
 - e. Appropriate equipment, materials and environmental conditions must be available to staff providing school health care procedures before the student's placement in the classroom.
7. Each school shall determine emergency procedures for administering emergency student health care by completing the required forms:
 - F316.1 - Parent Authorization for Chronic Health Care At School
 - F316.2a - Letter to Doctor Regarding Health Services
 - F316.2b - Letter to Doctor Regarding Health Services (Epilepsy)
 - F316.5 - Sample Health Services Plan
 - F316.6 - Child Specific Emergency Plan

8. All “Chronic Student Health Service” plans shall be reviewed annually, revised, or concluded and removed from the Student Information System.