



Hillcrest Christian School Student Health Policy

STUDENT HEALTH SERVICES

Background

The assistance of the local area Health Units and other external agencies is important in helping schools meet their obligation to provide a safe and healthy environment for the students they serve.

Procedures

1. The Principal shall ensure that the school co-operates with such agencies in the provision of health services to students and staff.
2. The Principal shall ensure the school follows the directives and regulations lawfully issued by such agencies with respect to student health.

ASSISTING A STUDENT IN CASE OF ACCIDENT OR ILLNESS

Background

A staff member may be required to administer emergency first aid treatment to a student in order to preserve the life or physical wellbeing of the student. This is a natural extension of the school personnel's duty to exercise reasonable care and skill in attending to the safety, health and comfort of their pupils. First aid assistance shall continue to be provided until the student is placed in the care of the parents or qualified medical practitioners.

Procedures

1. In the event of serious injury or accident to a student, the following procedures shall be adhered to:
 - 1.1 The staff member shall apply first aid treatment if required and practical, and if the staff member is competent to do so.
 - 1.2 If there is any doubt about the extent of the injury, the student shall not be moved, but shall be made as comfortable as possible and be kept warm until expert assistance is secured.
 - 1.3 In all instances of serious injury, the staff member shall stay with the injured student and direct a responsible person to notify the parents as soon as possible.
 - 1.4 If practical and possible, the paramedics shall be called to arrange for treatment and transportation of the student to the nearest medical facility.
 - 1.5 In the event that paramedics are not available, e.g., on camping trips, excursions, etc., appropriate arrangements shall be made to access medical attention or transport the injured student to a medical facility.
2. Under no circumstances will employees of the School give legal consent for medical treatment to students in their charge. In the event medical treatment is refused by a medical practitioner because of lack of valid consent, the employee shall:
 - 2.1 Defer to the opinion of the medical practitioner.
 - 2.2 Advise the Principal of the problem and the recommendation of the medical practitioner.
 - 2.3 Continue to attempt to contact the parents.
3. The Principal shall inform the school chair in the event a student is seriously injured. A complete report shall be filed with the School Chair.
4. Students that become ill at school or incur an injury must not be sent home unless the parents have been informed.
5. The Principal shall ensure that a proper record of accidents and/or injuries is maintained at the school.

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ADMINISTERING MEDICAL TREATMENT TO STUDENTS

Background

School employees do not generally possess the expertise required to determine the need for, or appropriate means of administering medical treatment to students. Students who are on medication required to be taken during school hours, or request it, should be treated with the utmost care. In order to avoid confusion over what is or is not required, the following procedures for administration of medication should be strictly adhered to.

Procedures

1. In situations relating to the medical treatment of students, it is recognized that School employees are subject to the responsibilities and limitations inherent in the common law doctrine of *in loco parentis*. Specifically, *in loco parentis* requires that:
 - 1.1 The employee act as would a reasonable and prudent parent in the same circumstances and conditions.
 - 1.2 The employee does not have all of the authority that a parent would have; i.e. employees do not have the authority to provide consent for the medical treatment of a student.
 - 1.3 The employee recognizes the limitations of his/her ability to provide direct assistance.
2. Principals shall make every effort to obtain from parents a statement of the child's health at the beginning of each school year, along with information concerning any allergies. Particular attention shall be paid to potential life-threatening allergies such as bee stings, peanuts, etc.
3. Parents/doctors may request that prescription medication be administered to a child during school hours. Such requests shall:
 - 3.1 Be of such a simplistic nature that a layperson (e.g. teacher, teacher assistant, secretary, etc.) could successfully perform the function;
 - 3.2 Be in writing; issued by a medical practitioner or pharmacist;
 - 3.3 Specify the time(s) at which such medication should be administered;
 - 3.4 Specify the exact dosage and method of administration;
 - 3.5 Storage instructions (including the need for security, refrigeration, etc.);
 - 3.6 Specify the duration of the treatment;
 - 3.7 Outline procedure to be followed in case of suspected adverse reaction; and
 - 3.8 Provide instructions on the use of an Epi-pen.

ADMINISTERING MEDICAL TREATMENT TO STUDENTS

It is recommended that the form "Medication/Personal Care Request" be used for this purpose.

4. No employee shall administer any prescription medication to any student unless the above conditions have been met.
5. A log shall be kept for each child where employees are involved in the administration of medication under a doctor's direction. This will detail all treatment (time, dosage, etc.)
6. Non-prescription medication (aspirin, Tylenol, and similar drugs) will only be administered on an —as needed basis, and where the parent/guardian has given written permission to the school to do so and has supplied the medication.
7. First Aid kits shall be available and kept current.
8. Particular care must be exercised on extended field trips. Every effort shall be made to determine any medical conditions that may affect the child prior to departure.
9. In an emergency situation, an employee of the School shall act as a responsible parent might in the administration of medication in any form to any child.
10. Staff members who render assistance to a student who is ill, injured or unconscious as a result of accident or emergency will be protected from legal action as outlined in Section 2 of the

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Emergency Medical Aid Act. Furthermore, all employees are protected by the School's liability insurance when acting within the scope of their approved duties.

11. Note: These provisions are not intended in any way to prevent an employee from administering Epi-Pen and/or arranging for transfer to the hospital even if a parent or guardian is not available to give consent.

Hillcrest Christian School ADMINISTERING PRESCRIPTION DRUGS TO STUDENTS

Student's Name:	
Name of Medication:	
Purpose of Medication:	
Amount to be administered:	
Administration Time:	
Possible Side Effects:	
Storage Instructions:	
Termination date for administration of medication:	
Student's ability to self-administer:	
Parent/Guardian Signature:	Date:
Date	

Doctor's note confirming above information must be attached (copy to Student Record.) OR the Doctor can sign this form:	
Date Doctor's note verified:	
or Doctor's Signature:	Date:

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HCS PRN MEDICATION LOG

DATE	TIME	MEDICATION/ DOSAGE GIVEN	REASON	STAFF SIGNATURE

Client Name: _____

Allergies: _____