

Student Health Plans and the Administration of Medication

BACKGROUND

Fusion Education Association (FEA) is committed to supporting the health, safety, and well-being of students while maintaining a safe learning environment. Where a student's medical condition may affect their participation at school or in school-related activities, an individualized Student Health Plan is developed in collaboration with the student, parent or guardian, healthcare provider, and school staff. The purpose of this administrative procedure is to establish consistent processes for developing Student Health Plans and for the safe storage, administration, and documentation of medication required during school hours or school-sponsored activities.

DEFINITIONS

School-sponsored Activities – may be on or off-site including field trips, off-campus education, dual credit programming, internships and apprenticeships.

GUIDING PRINCIPLES

Student Health Plans are intended to facilitate student participation to the greatest extent reasonably possible, while recognizing that the school may not be able to accommodate every medical procedure or specialized health service within its educational mandate. FEA will:

- support students to participate safely and fully in their educational program;
- work collaboratively with families and healthcare professionals to understand and respond to individual student needs;
- encourage students, where developmentally appropriate, to develop independence in managing their health needs;
- protect the privacy and dignity of students while sharing information only with those who require it to ensure student safety; and
- maintain procedures that support timely responses to medical emergencies.

RESPONSIBILITIES

1. Parents/Guardians or Adult Students
 - a. Provide current medical information and required documentation.
 - b. Supply medication and replace expired medication.
 - c. Notify the school of changes to the student's health needs.
2. Students
 - a. Participate in managing their health needs, where appropriate.
 - b. Follow the expectations identified within their Student Health Plan.
 - c. Inform school staff when assistance or emergency support is required.
3. Principal
 - a. Ensure Student Health Plans are developed and reviewed.
 - b. Ensure appropriate staff are informed of responsibilities while protecting student privacy.
 - c. Support staff in implementing this administrative procedure.
4. Staff
 - a. Follow approved Student Health Plans.
 - b. Maintain confidentiality.
 - c. Respond appropriately during medical emergencies.
 - d. Document medication administration when required.

PROCEDURES

Student Health Plans and the Administration of Medication

1. Student Health Plan - A Student Health Plan may be developed when a student:
 - a. requires medication during the school day;
 - b. has a chronic or potentially life-threatening medical condition;
 - c. requires specialized health supports or emergency response procedures; or
 - d. has health needs that may reasonably affect participation in school or school-sponsored activities.
2. The Student Health Plan will identify:
 - a. the student's medical condition;
 - b. routine and emergency care procedures;
 - c. medication requirements, where applicable;
 - d. emergency contact information;
 - e. staff responsibilities; and
 - f. annual review requirements or revisions when the student's needs change.
3. Administration of Medication - Medication will only be administered when:
 - a. written authorization has been provided by the parent or guardian or the adult student;
 - b. instructions from an authorized healthcare provider are provided when required;
 - c. medication is supplied in its original, properly labelled container; and
 - d. the Principal or designate has approved the administration of the medication.
 - e. Students who are capable of safely self-administering prescribed medication, including emergency medication, may do so in accordance with their Student Health Plan.
4. Emergency Medication
 - a. Students requiring emergency medications such as epinephrine auto-injectors, asthma inhalers, glucagon, seizure rescue medication, or other prescribed emergency medications will have an individualized emergency response plan incorporated into their Student Health Plan.
 - b. Where appropriate, designated staff will receive information or training regarding emergency response procedures.
5. Storage and Documentation
 - a. Medication will be stored safely and securely, unless the Student Health Plan authorizes the student to carry the medication.
 - b. The administration of medication by school staff will be documented in accordance with school procedures.

LEGAL REFERENCES: *Education Act, Alberta Human Rights Act, Occupational Health and Safety Act, Protection of Privacy Act*