

Procedure Title	Medical and/or Physical Assistance - Provision of within the School		
Date of Issue	July 6, 1999	Related Policy	BP 6802-D
Revision Dates	October 21, 2003; October 1, 2004; November 16, 2005; September 18, 2007; November 14, 2012; April 8, 2014; August 26, 2015	Related Forms	AF 6802; AF 6803; AF 6804; AF 6805; AF 6806
Review Date		Originator	Administrative Council
References			
AP 7702-D "Educational Assistants Deployment"; AP 6804-D "Anaphylaxis (Life-Threatening Allergic Reaction)"; Policy/Program Memorandum No. 81; Bill 3, An Act to Protect Anaphylactic Students, 2005; Bill 20, Ryan's Law (Ensuring Asthma Friendly Schools), 2015			

Procedure:

1.0 RATIONALE

In accordance with board policy it is recognized that without medical and/or physical assistance there are students who would not be able to take advantage of their right to attend school.

The following procedure outlines the process to be followed when a student is identified as requiring medical and/or physical assistance in school.

2.0 DEFINITIONS

in loco parentis: Latin for 'in the place of a parent', and refers to the legal responsibility of a person or organization to take on the responsibilities of a parent.

3.0 PROCEDURE

- a) The parent shall provide to the principal/designate the appropriate signed AF 6802 "Medication Assistance – Request For" or AF 6804 "Physical Assistance – Request For", as applicable.
- b) School staff will perform assistance as outlined in this procedure. The service will be supervised by the principal/designate.
- c) When a student transitions to another class, school etc., the information and specific documentation pertaining to that student should be forwarded immediately to the new contact person.

3.1 MEDICAL ASSISTANCE

Where a student requires prescription drugs on a regular basis during school hours, the following steps shall be taken:

- a) The parent/guardian shall provide to the principal/designate, written evidence, as provided by the practicing physician, that the student requires the drugs. Such evidence shall set out:
 - i) name of child;
 - ii) the name/type of medication;
 - iii) the dosage/amount to be taken;
 - iv) the frequency/times to be administered;
 - v) the anticipated duration;

and may include other pertinent information as provided by the physician (e.g. symptoms/side effects).

- b) The principal and parent/guardian will determine a process of consultation with a doctor for students who have severe medical needs that may require ongoing consultation.
- c) School personnel may agree, with parent/guardian verbal and written permission, to administer medication for one day to allow the opportunity for completion and return of Form AF 6802 "Medication Assistance – Request For".
- d) It is the responsibility of the parent/guardian to ensure that the medication arrives safely to the school. The parent/guardian will contact the school to provide details of the delivery.
- e) Form AF 6803 "Medication Log Book" will be maintained in a secure location in the school by the principal/designate.
- f) The principal/designate will request that one permanent staff member and one alternate permanent staff member take on the responsibility of administering medication within the school for all students requiring assistance.

3.1.1 Orally Ingested Drugs (please also refer to AP 6813-D "Asthma")

- a) If the student, in the opinion of the principal and parent/guardian, has attained the necessary level of independence, a staff member who has been selected will make provision for the drugs to be ingested in a suitable location within the school, or
- b) If the student, in the opinion of the principal and parent/guardian, has not attained the necessary level of independence, a staff member who has been selected will witness/administer the taking of the drugs.
- c) The parent/guardian will supply drugs which are properly labeled. Drugs shall be provided in individual containers, per student, per medication, in appropriate divided doses. Drugs brought to the school shall be stored in a secure location in the school. The principal/designate will select an appropriate secure location for them.
- d) With parent/guardian permission the student will be permitted to carry a "puffer/inhaler" for immediate relief. Students 16 years of age or older do not require parent/guardian permission to carry a "puffer/inhaler".
- e) Without parent/guardian permission (for students under 16 years of age), the "puffer/inhaler" will be stored in a suitable location within the school, as selected by the principal/designate and noted in the written plan form AF 6805 "Medical Problems (Critical) - Request for Assistance/ Medical Emergency Written Plan".
- f) If an employee has reason to believe that a student is experiencing an asthma exacerbation, the employee may administer asthma medication to the student for the treatment of the exacerbation, even if there is no pre-authorization to do so.

3.1.2 Drugs Requiring an Injection

- a) If the student, in the opinion of the principal and parent/guardian, has attained the level of independence necessary for self-administering the injection, the staff member selected will make provision for the injection to take place in a suitable location within the school, or
- b) If the student, in the opinion of the principal and parent/guardian, has not attained the necessary level of independence for self-administering the injection, the parent/guardian will make arrangements for a qualified person to administer the injection to take place in a suitable location of the school.
- c) The parent/guardian will supply drugs which are properly labeled. Drugs shall be provided in individual containers, per student, per medication, in appropriate divided doses. Drugs brought to the school shall be

stored in a secure location in the school. The principal/designate will select an appropriate secure location for them.

- d) If the student is deemed responsible, in the opinion of the principal and parent/guardian, the student will be permitted to carry an Adrenaline Kit for immediate relief. The principal/designate will complete form AF 6805.
- e) If the student is deemed not to have attained the level of independence necessary for self-administering the Adrenaline Kit, in the opinion of the principal and parent/guardian, it will be stored in a suitable location in the school. The location will be noted in the written plan form AF 6805.

3.1.3 Allergic Reactions

See AP 6804-D" Anaphylaxis (Life-Threatening Allergic Reaction)".

3.2 PHYSICAL ASSISTANCE

- a) If a student, as attested to by a regulated health professional, requires regular, and ongoing assistance in respect of physical maintenance (e.g. catheterization, therapeutic health exercise program, postural drainage, diabetic testing, etc.), and for the purposes of toileting and feeding (excluding tube feeding), the school principal/designate should deploy educational assistant time to provide that support.
- b) The board will identify initial and ongoing training required by board personnel to provide appropriate physical assistance or health related procedures to students and communicate that need to the appropriate providers of training.
- c) After a request for physical assistance (AF 6804) has been filled out, staff involved in the procedures will meet to develop a student care plan (AF 6806) based on the recommendations of the physiotherapist, occupational therapist and the Individual Education Plan (IEP). It is understood that any staff person involved in these procedures is acting in "loco parentis" and not as a health professional. When the student care plan has been developed, staff providing assistance will be trained in the procedures by qualified health professionals to ensure safety of staff and student.

3.2.1 Lifting and Transfer Procedures

Staff members, who are to be involved with lifting or transferring students, must follow the lifting and transfer guidelines.

Step 1

Check the student care plan (AF 6806). The student care plan dictates if the student is either:

- a) A one person assisted lift;
- b) A one person assisted transfer;
- c) A two person weight bearing lift;
- d) A two person weight bearing transfer;
- e) A two person dependent lift; or
- f) A lift mechanism is required.

Step 2

Use the system prescribed in the student care plan. To ignore the direction on the student care plan is a serious violation of safe working practices.

Mechanical Lifts

Mechanical lifts greatly assist staff in lifting students. Wherever the mechanical aid is required by the student care plan, it must be used.

3.2.2 Toileting

- a) If the student requires supervision only for toileting, the student care plan will indicate the procedures for supervision.
- b) If the student requires physical assistance for the purpose of toileting, the student care plan will include procedures and training requirements for staff providing assistance.
- c) It is understood that in all cases of physical assistance, two staff will be assigned as part of the student care plan.
- d) Procedures:
 - i. When a student requires supervision only, the student care plan should indicate:
 - 1. No physical contact.
 - 2. The supervisor must remain within call outside the washroom facility.
 - ii. When a student requires physical assistance, the student care plan should include:
 - 1. Whether two staff members are required to insure safety of student and staff.
 - 2. Training regarding all aspects of transfer, lifting procedures and toileting by a trained health professional. (CCAC, OT and/or PT)
 - 3. The needs regarding scheduling of time to meet the student care plan.

3.3 MEDICALLY FRAGILE STUDENTS

Medically fragile students may require both medical and physical assistance. For medically fragile students the principal is responsible for providing this assistance in accordance with Bluewater District School Board policy and procedures of the Ministry of Education Policy/Program Memorandum No. 81.

- 1. The parent/guardian will complete the appropriate request for medical assistance AF 6802, physical assistance AF 6804 and/or medical problems (critical) AF 6805.
- 2. The principal/designate will develop a student care plan AF 6806 based on the information provided in the requests.
- 3. The board will identify initial and ongoing training required by board personnel to provide appropriate physical assistance or health related procedures to students and communicate that need to the appropriate providers of training.
- 4. When the student care plan has been developed, staff providing assistance will be trained in the procedures by qualified health professionals to ensure safety of staff and student.