



**Section Four: Students**

*“Together We Learn”*

**435R - MEDICAL TREATMENT OF STUDENTS  
(REGULATIONS)**

**1. Advising Employees of their Responsibilities**

The principal shall inform the staff members (and individually to those staff joining after that date), of Policy 435: *Medical Treatment of Students*. Specific reference will be made regarding:

- 1.1 employees must take supportive action towards the student’s physical well being;
- 1.2 employees must recognize the limitations of their ability to provide direct assistance;
- 1.3 all of the recognized authority of the parent is not awarded to employees.

**2. Identifying Students with Vulnerabilities and Administering Medication**

The District’s student registration form requires that health information be provided by parents when registering a child. When a student with a health condition requiring immediate action is identified, the student’s parents/guardians should be asked to complete a *"Medical Alert Planning Form"* (Form F436.2).

**3. Identifying Students in Need of Medication While at School, and Supervising Self-Administration of Medication**

When parents/guardians advise that a medication must be taken (orally or by an injection) by their child while at school, the principal shall take the following steps:

- 3.1 Non-Prescription Drugs  
The principal shall inform the parents/guardian and, if necessary, the student that school employees will supervise student self-administration of only those medications prescribed by a physician.
- 3.2 Prescription Drugs  
The principal shall inform the parents/guardians that they require a physician to complete a *“Request for Administration of Medication at School Form”* (Form F436.1) for prescription drugs.



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### 4. Transporting Students to a Medical Practitioner/Hospital in an Emergency

If, in the opinion of a school district employee, an injured or ill student can best be assisted by immediate medical or hospital treatment, the employee shall:

- 4.1 call an ambulance (the ambulance service fee will be paid by the Board of Education - see Policy 440 and Regulations 440 - *Injury/First Aid Procedures*);
- 4.2 transport the student by taxi or private car if an ambulance is not available;
- 4.3 have a staff member follow the student (if the student is elementary or middle school age) to the hospital and stay with the student until the parent or guardian arrives at the hospital;
- 4.4 notify the parents/guardians immediately;
- 4.5 submit receipts for any costs incurred to the office of the Secretary-Treasurer/CFO for reimbursement.

### 5. Accident Reports

The principal shall report every accident or emergency situation to the Superintendent of Schools/CEO or designate, using the form prescribed by the Board (Schools Protection Program Risk Management Incident Report form).

Dated Agreed: April 22, 1981

Date Amended: March 15, 1995

Date Reviewed/Amended: November 13, 2002

Date Amended: April 15, 2008; November 27, 2013; November 13, 2024

Related Documents: 435, 435A, 440, 440R, and Forms 436

Medical Alert – Managing Students with Anaphylaxis/Medical Conditions

Medical Alert – Supporting Students Diagnosed with Diabetes

Medical Alert – Supporting Students Diagnosed with Epilepsy/Seizure Disorders