

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

## SECTION 600 – Students

### **POLICY 626: ADMINISTRATION OF MEDICATION/PERSONAL CARE**

#### BACKGROUND

Students may be in need of medical treatment or may require the administration of medication while in attendance at school or at school-sponsored activities.

#### POLICY

The Board is committed to providing a safe and healthy environment for its students. The Board recognizes that Division employees do not generally possess the expertise required to determine the needs for or deal with student health emergencies. The Board supports staff members who may be required to administer medication, medical assistance or emergency medical procedures to a student in order to preserve the life or well-being of a student.

#### GUIDELINES

1. Except in the case of accidents or emergencies, the administration of medication or medical treatment will be limited to specifically-trained staff.
2. The onus for training will rest with the attending medical professional or the parents/guardians of the student with the medical condition.
3. Appropriate records of situations involving administration of medication or medical treatment by staff will be maintained.
4. Student privacy and dignity will be respected in all activities involving administration of medication or medical treatment.

#### ADMINISTRATIVE PROCEDURE

[626 P 001 – Administration of Medication/Personal Care](#)

#### ADMINISTRATIVE PROCEDURE - EXHIBITS

[626 E 001 – Request for School Assistance to Administer Medication](#)

[626 E 002 – Student Focused Medication Management Record](#)

[626 E 003 – Treatment of Students with Asthma](#)

[626 E 004 – Treatment of Students with Severe Allergies](#)

[626 E 005 – Treatment of Students with Diabetes](#)

[626 E 006 – Treatment of Students with Epilepsy or Seizure Disorders](#)

Approved: September 7, 2004

Revised: December 17, 2013