

POLICY MANUAL

SECTION:	SCHOOL OPERATIONS	POLICY	G-15
TOPIC:	STUDENT MEDICAL INFORMATION	PAGE:	1 of 1
		DATE:	May 2004
REVIEW	May 2009	REVISED:	

It is important that staff are aware of medical problems of students which can affect their functioning and safety while at school or on school-sponsored activities. Parents should make medical information available to the school so that in case of a medical emergency, information is quickly available.

1. Every effort is to be made to have up to date medical information on file for every student.
2. The medical information must be taken on all out of school programs for students receiving essential health services or having Emergency Action Plans, and on all out of school programs longer than one day. At the discretion of the Principal, medical information for other students may be taken on out of school programs of less than one day in duration.
3. If a student has to be sent to a hospital or doctor by someone other than a parent or guardian, the medical information should accompany the student.
4. Each Coach must have the standard Board form referred to as "Permission to Participate and Medical Certificate" completed and on file for each student competing in each interschool athletic sport.
5. All requests to the Principal requesting the provision of an essential health service, including the dispensing of any oral/topical medication (prescription or non-prescription,) shall be in writing and be accompanied by a physician's authorization to provide such service. The authorization shall specify the name of the medication, the dosage, the frequency, the storage requirements, the method of administration, the date for which the authorization applies (when applicable), and possible side effects.
6. Confidential information referred to in this Policy is to be accessible only to appropriate supervisory, educational and medical personnel. Law enforcement and transportation personnel may be given access under unusual circumstances involving the health and safety of students.

References

- ▶ Policy: Administering Emergency Health Services to Students
- ▶ Policy: Provision of Health Support Services to Students
- ▶ Administrative Procedure: Administering Health Support Services to Students
- ▶ Administrative Procedure: Anaphylaxis (Severe Allergies, Food Allergies, Insect Bites, etc.)