

SD42 PROCEDURE 9610.1

MEDICAL INTERVENTION

PURPOSE

To provide step-by-step guidelines for documentation and implementation of a medical intervention for a student while attending school.

PROCESS

1. The following is to be communicated to parent(s)/guardian(s) at the beginning of each school year in a special memo or in the first regular newsletter.

"Regarding Health Care Needs of Children at School:

If your child has any health care needs that require support at school, including the administration of any medications, medical forms must be completed. The school cannot assist with any medical intervention unless these forms are completed. Please contact the school as soon as possible to complete a form. This procedure complies with the policy regarding the health care needs of children at school. If there are any questions, please contact the school."

2. If the Principal learns from information provided on the standard pupil registration form or from any other source that a student is or may be required to have medication administered or specific intervention for a Health Care need while they are attending school, the Principal will immediately contact the student's parent/guardian.
3. The parent/guardian will complete the applicable form based on the type of medical intervention(s) required:
 - a) If the child has **Anaphylaxis**, complete the [Anaphylaxis Individual Student Emergency Procedure Plan Form](#) supporting Procedure 9601.1;
 - b) If the child has **Diabetes**, complete the [Diabetes Support Plan and Medical Alert Information Form](#) supporting Procedure 9610.3;
 - c) If the child has **Seizures**, complete the [Seizure Action Plan Form](#) supporting Procedure 9610.2;
 - d) If the child requires **other medical intervention**, complete the [Medical Intervention Form](#) supporting this procedure.
4. A medical intervention will be administered only upon receipt of the appropriate completed form and following adequate instruction to school personnel.
5. The Principal will make every reasonable effort to ensure that the following procedures are in place:
 - a) The completed form is received by the school prior to the medical intervention.
 - b) The parent/guardian is informed of their responsibility to update medical information as the need arises.
 - c) All forms returned by parent(s)/guardian(s) are kept in a safe accessible location.
 - d) TTOCs and Education Assistant floats are informed of the medical needs of the students in their classes.
6. Upon the request of a parent/guardian, the Principal shall convene a meeting to review

circumstances and procedures under which a medical intervention is to be administered.

7. If medication is to be stored at a school:
 - a) The Principal will arrange to have the medication stored in a safe and appropriate place.
 - b) The parent/guardian must provide medication in the original container including prescription directions and doctor's name.
 - c) The parent/guardian must renew the supply and provide the school with additional medication as needed.
 - d) Any unused or expired medication will be returned to the parent/guardian.
8. A record-keeping system ([Administration of Medical Record form](#)) in a medical alert binder will be kept in a designated location in the school and in the student information system (MyEd) for each student for whom medication is being administered or a specific intervention for health care is needed. This system will include copies of all pertinent forms including the Medical Intervention Form.
9. If required, the Principal will contact the public health office to arrange for the appropriate training of the school personnel as per the Inter-Ministerial Protocols. In all such cases, more than one staff member will be trained in the medical intervention in order to provide an alternate person in cases of absence or unavailability.
10. The Medical Intervention, Anaphylaxis Emergency Procedure Plan, Diabetes Support Plan or Seizure Action Plan must be reviewed annually and updated when there are changes to the medical condition, symptoms, medication or medical intervention.

APPROVED: September 23, 2015

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NON-SUBSTANTIVE UPDATES: March 2026