



# Northeastern Catholic District School Board



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The Northeastern Catholic District School Board (NCDSB) is committed to promoting the health and well-being of its students in a safe, inclusive, equitable, and caring Catholic school community. The safety of students with a medical condition is a shared responsibility with the school, Board, family, health care practitioners and community partners. The goal of the NCDSB is to support the regular attendance of all students, including accommodating those with unique health needs as outlined in PPM 81.

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*Education Act*

Ontario Student Record Guidelines, 2000

*Municipal Freedom of Information and Protection of Privacy Act*

Policy Program Memorandum (PPM)

81 Provision of Health Support Services in School Settings

NCDSB Policy

E-2 Prevalent Medical Conditions

E-6 Provisions of Health Support Services in Schools

E-24 Personal Information Management

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Nil.

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...e responsible for ensuring the provision  
...care and treatment facilities.

- 1.4 School boards are responsible to provide such services as lifting and positioning, assistance with mobility, feeding and toileting, and general maintenance exercises for students with identified physical disabilities.
- 1.5 School boards will be responsible for necessary speech remediation, correction and habilitation programs.
  
- 2.1 When the Principal has been advised that a student requires/will require medication on a regular/ongoing basis or in an emergency situation, the Principal shall obtain from the parent/guardian and the physician a completed and duly signed *Authorization for Administration of Medication Form*. This includes all prescribed medication (including asthma inhalers and EpiPens) and over-the-counter medication (i.e. Advil or Tylenol).
- 2.2 The request and authorization by the parent/guardian and the physician shall specify the medication, the dosage, the frequency and method of administration, the dates for which the authorization applies and any side effects as outlined by the physician.
- 2.3 Upon receiving the completed forms and authorization, the Principal shall:
  - i) Ensure that the physician's instructions are clear;
  - ii) Ensure understanding of the instructions for administration;
  - iii) Complete the *Student Record Form for the Administration of Medication*

2.8 The procedures shall be applied only to those services, requested in writing by the parent/guardian and prescribed by a physician, which must be provided during school hours.

2.9

FORM: Authorization for the Provisions of Health Support Services  
FORM: Authorization for the Administration of Medication  
FORM: Student Record Form for the Administration of Medication  
FORM: Consent to the Collection and/or Release of Personal Information

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