

## **RESPONSIBILITIES OF THE PRINCIPAL**

1. With the consent of the parent/guardian, the Principal and the classroom teacher may provide the student’s classmates with information on the life-threatening medical conditions in a manner that is appropriate for the age and maturity level of students. The Principal shall:
  - 1.1 Ensure that the parent(s)/guardian(s) have completed the Severe Allergy Alert Form (Form 316-1) and Administering Prescription Medication to Children/Students (Form 316-2);
  - 1.2 Provide parents/guardians with this Administrative Procedure;
  - 1.3 Ensure that an emergency/medical response plan is developed and reviewed annually for each student with a life-threatening allergy;
  - 1.4 Ensure that all who may be involved with the student (e.g. school staff, volunteers, bus drivers, and substitutes) are informed concerning any required emergency procedures and have received training in the use of an auto-injector;
  - 1.5 Place the Severe Allergy Alert Form (Form 316-1) in a prominent place accessible to all staff but which provides a reasonable level of confidentiality for the student (i.e. staff room bulletin board);
  - 1.6 Require the parent to provide the Principal with two (2) up-to-date applications of the student’s medication, one for the safe access storage space and one to be carried by the student (as appropriate for age and ability);
  - 1.7 As soon as possible, advise all staff members of the students who have a potentially life-threatening medical condition;
  - 1.8 Ensure that students are educated (e.g. home rooms/student assemblies) on how to respond to life-threatening allergic reactions (as appropriate for age and ability);
  - 1.9 Ensure that, in the case of a field trip, staff, the parent/guardian or a designated adult who is acquainted with the child/student, accompany the student on the field trip and bring a copy of the Severe Allergy Alert Form (Form 316-1) and Administering Prescription Medication to Children/Students (Form 316-2) along with the up-to-date application of the student’s medication and any emergency medications/supplies;
  - 1.10 In the event that a parent/guardian does not want the student to carry emergency medications/supplies on the student’s person, the Principal is to ensure there is a safe, easy and central access to the medication by all staff;
  - 1.11 Ensure the development of a documentation system relative to:
    - 1.11.1 Medication storage; and
    - 1.11.2 Medication changes.
  - 1.12 Store auto-injectors in easily accessible locations;
  - 1.13 Ensure that copies of the Severe Allergy Alert Form (Form 316-1) and Administering

Prescription Medication to Children/Students (Form 316-2) are available in the "Student Life-threatening Conditions Binder" located in dedicated cabinet (see 2.1) and in the student's file;

- 1.14 A poster with the child/student's picture and details on the severe medical condition should be posted in the staff room.
  - 1.15 In cooperation with the parent(s)/guardians(s) and classroom teacher, implement a "buddy" system to identify unusual behavior; and
  - 1.16 Work with the school's Parent Advisory Council to increase the community awareness of anaphylaxis/medical conditions and the role of the school in protecting students with life-threatening allergies and medical conditions.
2. Storage of Medication
- 2.1 Each Principal will ensure that medication is stored in a dedicated cabinet in a secure, central location where students do not have access.
  - 2.2 Medication that requires immediate administration (allergy) or student self-administered medication will be stored in a secure location in the classroom.
  - 2.3 All medication brought to school shall be in the original, labeled container.
  - 2.4 Each Principal will ensure that where applicable a sharps container will be installed at the school in consultation with the Safety and Wellness Coordinator. A sharps container is a specially-designed container that is used to store used medical equipment such as needles. It is the schools responsibility to return filled containers to a pharmacy, hospital or other medical organization.

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