



<p>POLICY:</p> <p style="text-align: center;">Administering Medicine to Secondary Students and Minors</p>		<p>POLICY NUMBER:</p> <p style="text-align: center;">AC-2-7</p>
		<p>PREVIOUS/REPLACES:</p> <p>Administering Medicine to Students</p>
<p>APPROVED BY:</p> <p style="text-align: center;">Executive Council</p>	<p>EFFECTIVE DATE AS OF:</p> <p style="text-align: center;">October 2, 2019</p>	<p>PRIOR VERSIONS:</p> <p style="text-align: center;">June 12, 2008</p>

1. Policy:

The Manitoba Institute of Trades and Technology (referred to as MITT) recognizes that some students require medication for the management of chronic diseases and illnesses and in some cases for emergencies. This policy describes the process that must be followed by MITT staff to administer medications to secondary students and minors.

Medications prescribed to secondary or post-secondary students under the age of 18 for non-emergency use should be administered to the student by their parents/ legal guardians before or after regular school hours wherever possible. MITT encourages parents/legal guardians to make appropriate arrangements to eliminate the requirement for MITT staff to be responsible for administering medications to students to the greatest extent possible.

When a MITT student who is a minor requires medication for a chronic, emergency, or life-threatening health condition that must be administered while on MITT premises, MITT staff are authorized to administer medications according to the guidelines and protocols outlined in the Unified Referral and Intake System Manual (URIS) as directed by the Winnipeg Regional Health Authority (WRHA) and the Province of Manitoba.

Students under the age of 18 whose parents/guardians have chosen not to participate in the URIS registry and do not have a URIS Health Plan on file will not be administered medications by MITT instructors or staff. This includes non-emergency medications, whether they are prescribed or over-the-counter. The parent/guardian shall retain full responsibility for administering the medication.

International students enrolled in MITT post-secondary programs who are under the age of 18 are not eligible for URIS registration. MITT considers it the responsibility of parents/legal guardians to make appropriate medical arrangements so that MITT staff are not responsible for administering medications to international students who are minors. It is also the parent/guardian’s responsibility to inform the student’s homestay, residence, or other housing accommodation of any health concerns.



However, in exceptional circumstances such as a life-threatening emergency, MITT staff shall administer medicine to any student if the appropriate medicine is available and the staff member has the knowledge and training on how to administer the drug (e.g., auto-injector for treatment of an anaphylaxis emergency).

When a student who is a minor is able to self-administer a prescribed or over-the-counter medication during school hours, the parents and student will ensure that the medication is not being taken for the first time while at MITT. This is to prevent any unknown reactions to the medicine occurring while at MITT.

2. Scope:

This policy applies to all MITT instructors and staff members; all secondary and post-secondary students under 18 years of age and their parents/guardians.

3. Procedure:

A. Unified Referral and Intake System (URIS)

URIS is a program delivered by the Winnipeg Regional Health Authority which supports children who have specific health care needs while attending a K-12 school. A registered nurse works with parents, students and schools to develop health care plans and train the staff responsible for the student while at school.

a. MITT High School Students:

When admission to MITT High School is requested for a student under the age of 18, a URIS application will be provided to the parent/guardian by MITT during the admissions process.

If the student has a health issue which could result in an emergency while attending MITT, parents/guardians are responsible for submitting the completed URIS application to the WRHA. Parents/guardians are also responsible for re-applying to URIS for each subsequent year of study at MITT until the student's eighteenth birthday.

Once the student has been registered with URIS, MITT will maintain the student's URIS health plan for the current school year, and will make provision for the storage of any medications listed in the URIS health plan.

Training for MITT staff and instructors will be led and initiated by the URIS Nurse and facilitated by MITT as close as practical to the start of classes for the current school year or term.



b. Secondary Students from Sponsoring School Divisions:

School divisions sponsoring students in MITT programs are responsible for indicating in the Health Information section of the *MITT High School Student Application* that the student is registered with URIS at the sponsoring school.

The *MITT Student Referral Form* completed by the sponsoring school must also indicate that the student has an existing URIS health plan in place.

Once a student is confirmed to be admitted to an MITT program, the sponsoring high school and/or school division are responsible for providing a separate MITT URIS application to the student's parents/legal guardians.

c. MITT Instructors and Support Staff:

MITT will facilitate staff and instructor URIS training delivered by the URIS Nurse at least once per school year or as-required based on student enrollment.

At each campus location where URIS students are in attendance or likely to be present, MITT will provide space for the storage of student health plans as well as required medications. MITT will ensure that health plan information and medications are secure, but that access in an emergency is not restricted.

MITT will ensure that a copy of the student's URIS health plan and any required medications accompany the student on any off-campus events during school hours and that a copy of the plan is provided to work practicum sites as applicable.

If a MITT staff member is required to respond to an emergency related to a URIS health plan, MITT will ensure that all details of the incident are communicated to the student's parent/guardian, to the URIS Nurse as required, and recorded in the appropriate MITT student file. (See MITT Accident/Incident Report).

d. Parents/Legal Guardians:

Annual submission of the URIS application and communicating any changes in the student's health information to the URIS Nurse is the responsibility of the student's parents/guardians.

Parents/guardians are responsible for providing MITT an appropriate quantity/dosage of any prescribed medications that may be required by the student within the URIS health plan.

Parents/guardians are responsible for re-supplying MITT with any prescribed medications required in the URIS health plan should they expire or be administered to the student while at school. At the end of each school year, or upon withdrawal or graduation, parents/guardians are responsible for the return of any unused



medications stored by MITT. Unused medications not claimed by a student following withdrawal or graduation will be disposed of by MITT.

Where possible, parents/guardians will ensure that their student will not be administered an emergency medication for the first time while at MITT. If a student has been prescribed a medication where possible adverse reactions are unknown, the parent/guardian is responsible for indicating this on the URIS application and this should be included in the student's URIS health plan.

B. Non-Emergency Medications – Staff, Students, Parents

MITT students required to take non-emergency medications will not give, sell, or otherwise provide any over-the-counter or prescribed medication to another MITT student. (Refer to the Drug & Alcohol Policy-Students).

MITT staff will not store, administer, provide, or otherwise be responsible for any non-emergency medications required by students under the age of 18 which are not part of a URIS health plan. This includes over-the-counter medications (i.e. cold medicines, Aspirin, etc.) as well as prescribed medications (i.e. antibiotics, etc.). Non-emergency medications are the responsibility of the parent/guardian and student to store and administer while on campus at MITT.

Parents/guardians will ensure that their student is capable of storing and administering their own non-emergency medications while on campus.

Parents/guardians will ensure that their student is not self-administering any non-emergency medications for the first time while at MITT. This is to prevent any unknown allergic or other reaction occurring while on-campus.

C. Confidentiality

MITT is committed to protecting the privacy of personal information and personal health information of all members of the MITT community.

All MITT staff involved in the administration of medicine to MITT students shall keep this information confidential and will only discuss such matters to other MITT staff as deemed necessary to ensure the safety of the student.

MITT will comply with all obligations under *The Freedom of Information and Protection of Privacy Act* (FIPPA) and *The Personal Health Information Act* (PHIA) and MITT's Privacy and Access to Information policy.

Any unnecessary disclosure regarding such matter may be subject to disciplinary action, up to and including termination of employment from MITT.



4. Administration:

The Vice-President, Academic is responsible for ensuring that this policy is adhered to.

The MITT Registrar will provide URIS application forms to parents/guardians as part of the MITT High School Application process.

The MITT Student Services Manager will coordinate and oversee the administration of MITT URIS applications and health plans for students attending MITT from a sponsoring high school.

The MITT Student Services Manager will monitor the security of and access to current URIS health plans on file at MITT, as well as any student medications being stored by MITT.

The MITT Student Services Manager, Dean and/or Principal will coordinate staff and instructor URIS training annually or as required.

The Dean and/or Principal or their designate will ensure that a copy of the URIS Health Plan accompanies the student during any off-campus events or field trips.

5. Review:

This policy will be reviewed as required by the MITT Academic Council and will be reviewed by Executive Council every five years.

6. References:

Anaphylaxis Policy

Drug and Alcohol Policy (Students)

Progressive Discipline Policy

MITT High School Application Form

MITT Student Referral Form

MITT Accident/Incident Report

URIS Policy and Procedures Manual

The Freedom of Information and Protection of Privacy Act and Regulations

The Personal Health Information Act and Regulations

7. Definitions:

Prescribed Medications – Any medication or drug requiring a prescription from a physician or healthcare provider in order to be dispensed.

Over-The-Counter Medications – Any medication or drug not requiring a prescription from a physician or healthcare provider to be dispensed.