

Safety and Emergency Measures 10330 Parent Authorization for Health Care Intervention in Emergencies	Administrative Application	
	Last Reviewed / Approved on:	December 18, 2025
	References:	Parent Authorization for Health Care Intervention Form Medical Alert Information Form Administrative Application 10340 - Children with Life Threatening Allergies Administrative Application 10360 – Duty to Accommodate Students with a Disability and or Complex Medical Needs Policy 12 – Role of the Director
	Status:	Operational

Preamble

It may be necessary to administer prescribed medication to individual students in emergencies. The following steps are preparatory measures for the Regina Catholic School Division (RCSD) Parent Authorization for Health Care Intervention in emergencies and should be carried out by the principal or designate.

Definition

1. Prescribed Medication

For the purpose of this application, a prescribed medication is any medication prescribed by a physician or parent that has been documented on a completed and parent authorized [Parent Authorization for Health Care Intervention Form](#).

Application

The Board authorizes the Director, or designate, to develop and implement procedures for the Parent Authorization for Health Care Intervention in emergencies in accordance with regulations pursuant to this application.

1. A *Parent Authorization for Health Care Intervention Form* must be completed and returned to the school before staff may administer prescribed medication to students in emergencies.
2. A staff member administering prescribed medication or an *EpiPen®* in an emergency, is acting according to the principle of "in loco parentis", not as a health care professional, and the school division's liability insurance responds to unintentional injuries arising out of the administration of prescribed medication.
3. The principal is responsible ensuring that:

- a. Medical Alert Information Forms are posted in an accessible location in the school for staff to see.
 - b. *Medical Alert Information Forms* are reviewed with all staff on an annual basis and whenever changes occur.
 - c. Emergency response medication is kept in a secure location with provision being made for responsible individuals to have access to it as required.
 - d. Sufficient information and training is provided to staff for the Parent Authorization for Health Care Intervention in emergencies.
 - e. Plans are established to address the Parent Authorization for Health Care Intervention for emergencies in all aspects of the student's school program.
 - f. Parents complete and sign the Medical Alert Information form allowing the school to post the *Medical Alert Information Form* for their children.
4. Parents/guardians of students requiring the Parent Authorization for Health Care Intervention in emergency situations shall ensure that:
 - a. Information provided on the *Parent Authorization for Health Care Intervention Form* and the *Medical Alert Information Form* is accurate and complete.
 - b. Any required changes to the *Parent Authorization for Health Care Intervention Form* or the *Medical Alert Information Form* are documented on new forms, available upon request.
 - c. All prescribed medications prescribed for emergency purposes are provided in the original container and properly labelled including the student's name, the medication, expiry date, and correct dose.
5. In emergencies that require an employee to assist a student requiring emergency medical attention, which may be beyond the scope of the established regulations and procedures, the employee shall take action that reflects a reasonable standard of care.