

HEALTH – NUTRITION

OVERVIEW

Healthy eating is an integral part of growth and development. An increasing amount of research draws connections between student health and potential for learning. Additionally, children learn from role models. Therefore, FMMF Board endeavours to create a supportive school environment for good nutrition and lifelong well-being by encouraging healthy eating for all students and the teacher (s).

The development of healthy eating habits is achieved through education in a health-promoting environment. HMES will implement a nutrition plan that encourages all students and staff to develop good eating habits by promoting the consumption of nutritious and dentally acceptable foods and controlling the sale and use of non-nutritious foods.

PROCEDURES

The Principal shall:

Develop school guidelines and procedures pertaining to snack and culinary arts programs offered at the school in line with the Alberta Nutrition Guideline for Children and Youth (2012) and federal healthy eating documents from Health Canada.

- Develop school guidelines and procedures pertaining to food allergies
- Monitor the implementation and maintenance of this nutrition Administrative Procedure on and annual basis for food safety, allergy awareness, general nutrition information, an ingredient list and where possible, a nutrition facts table, should be readily available. This information should be on display for foods available at school.

Resources such as Health Canada label reading guidelines and Alberta Health services resources can be used for guidance and to assist with implementation.



1. HMES will be limited to only one (2) major food-related fundraising activity which may include items from the "Serve Least Often" list. All other food-related fundraising activities will only include items from the "Serve Most Often" and "Serve Sometimes" lists.

Teacher(s) are encouraged to limit the use of unhealthy food for classroom celebrations.

2. All HMES school special events (sports events, class parties, field trips, etc.) will incorporate the principles outlined in the Alberta Nutrition Guideline for Children and Youth (2008). The school's healthy eating policy will be shared with parents and volunteers.
3. Student lunch breaks are scheduled to provide an adequate amount of time (at least 30 minutes) for students to eat their lunch.

The beverages consumed by students during instructional time will be water. Teacher(s) are encouraged to model healthy food and beverage choices during instructional time.

ADMINISTRATION OF MEDICATION AND MEDICAL TREATMENT TO STUDENTS

OVERVIEW

FMMF recognizes that while it is not the mandate of the school, situations which may require the teacher(s) to facilitate the administration of medication, or medical treatment to students, or to administer emergency assistance in order to preserve the life of a student.

PROCEDURES

1. The Teacher (s) will be informed of details with respect to their rights and responsibilities regarding health services and in particular with reference to the administering of medication or medical treatment to students, as outlined in this Administrative Procedure.

1. In implementation of the provisions of this Administrative Procedure, the teacher(s) or agent of the FMMF Board, whether remunerated or not, is insured with respect to liability arising while acting within the scope of his/her duties.
2. Administration of Medication or Medical Treatment – General
 - Administration of medication or medical treatment to students is the responsibility of the student's parent, or legal guardian and/or physician.
 - Every effort is to be made by the teacher (s) to encourage the parent or legal guardian to arrange for medication or medical treatment under the supervision or subject to the direction of the parent or legal guardian and/or physician.
 - Whenever possible, students are expected to take needed medications or treatments at home.
4. **Self-Medication by Student**
 - If the student is able to self-administer the medication, the Principal will ensure that:
 - Medication shall be kept in a secure and appropriate location, refrigerated, if necessary, in accordance with specific directions from the physician.

The student has access to the medication.

A properly completed and signed *Administration of Medication or Medical Treatment*



that has been received from the parent and approved by the Principal.

5. Medication or Medical Treatment Administered by Staff

In special circumstances, the Principal, if requested by the parent or legal guardian, may assist in the administration of medication or medical treatment for students who are not sufficiently mature or reliable to care for their own needs. In such instances, the following conditions are to be met:

The student's attendance depends upon receiving medication or medical treatment from staff at school.

All requests for the *administration of medication or medical treatment* to students shall be made through the Principal.

The Principal and/or a designated staff member accept responsibility for the assistance which the parent has requested.

A properly completed and of *Medication or Medical Treatment* is received from the parent and approved by the Principal.

Administration of Medication or Medical Treatment is valid only for the school year and is to be updated by the parent during the school year to reflect any change in the student's medication.

The following information must be supplied:

- The type of medication or medical treatment to be administered;
- The time and manner of administration or treatment;
- Required dosage or procedure; and
- Action to be taken in the event of an emergency.

The Principal may make appropriate arrangements with staff member(s) willing to administer the medication or medical treatment and to undertake its safekeeping. This staff member who will administer the medication or provide the medical treatment will be provided the necessary support and training to become familiar with the routines required.

The student's physician affirms that administration of medication to the student as requested by the parent is within the competence of an adult untrained in medical



procedures.

The student's physician affirms the medical treatment requested by parent can be provided by a layperson with training specific to the requested procedure. (e.g. Blood sugar monitoring, g-tube feed).

Guidelines for Supporting Students with Type 1 Diabetes at HMES

- Provision for direct contact with the physician is to form part of any emergency procedures.
- The Principal who will contact the physician is to be provided in writing beforehand by the parent or legal guardian.
- In every case, the parent or legal guardian is to be advised by the Principal whenever contact has been made with the physician or physician's office.
- In every case a completed Form [Administration of Medication or Medical Treatment](#) must be obtained by the Principal from the parent or legal guardian.
- The arrangements will remain in effect only as long as they are satisfactory to the Principal and cooperating staff.
- Requests and information concerning medication or medical treatment provided by parents and approved Medication or Medical Treatment Application and Release Forms are to be placed in the Student Record File.

Where arrangements are made by the Principal to administer medication or medical treatment to the student(s), appropriate records [Administered Medication or Medical Treatment Record](#) shall be maintained in the school office regarding action taken, including:

- Students who take or receive medications or treatment;
 - Medications taken by or treatments provided for these students; and
 - Emergency contacts given by the parent or physician.
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- Instructions provided by parents and physicians relating to student medication or medical treatment are to be made known to staff and followed with reasonable care.
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- Except as provided for in this Administrative Procedure, no medications are to be given or administered, including both prescription and non-prescription medications (e.g., aspirin).

Storage and Handling of Medication

- Medications are to be stored at school in accordance with the following



requirements:

In the case of students who are self-medicating:

- Unless the Principal makes arrangements for storage, medication is to be restricted to a single day's dosage.
- The student is to ensure that medications are handled in a safe and responsible manner. • When medication is accepted for administration to a student, or when a student is permitted to bring a quantity of medication exceeding a single day's requirements, the following will apply:
- Arrangements are to be made for delivery of the medication to the school in a responsible way and for storage of the medication in a place which is secure and which meets the storage instructions provided by the student's parent and/or physician.
- Unused medications are to be returned to the parent at the end of the school year.

Severe Medical Conditions

At times, students with severe medical conditions are identified for whom extensive, well-articulated response plans are required. These cases may involve, but is not exclusive to, a "Do Not Resuscitate Order" (DNR). In these cases,

- The Principal create a school response plan.
- The Principal must ensure completion of and provide a copy of the final school-based response plan to:
 - The Board Chair
 - The Board Secretary /Treasurer.
- The Principal must also advise FMMF Board, of situations where a DNR Order or other highly involved medical procedure is in place.

| ADMINISTRATION OF MEDICATION, MEDICAL TREATMENT TO STUDENTS AND THIRD-PARTY TRAINING | |
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| Date Last Reviewed | Sept. 2024, March 2025 |
| Scheduled review date: | Every 3 years or sooner |
| Supersedes: | All previous policies and/or statements |
| Last Approved Date: | January 2020 |
| LEGAL REFERENCE: Section 3, 11, 31, 32, 33, 52, 53, 196, 197, 222 Education Act Emergency Medical Aid Act Occupational Health and Safety Act Guidelines for Supporting Students with Type 1 Diabetes in Schools | |

Health Services to Students

Good health is basic to the ability of students to achieve their personal and educational goals.

The FMMF Board will cooperate with arrangements made by Alberta Health Services to provide students with medical, speech-language pathology and dental services. Information will be shared with Alberta Health Services and other approved agencies as needed to meet the health needs of students as permitted by applicable provincial law and regulation. The FMMF Board will cooperate with arrangements made by other approved agencies to provide specialized nursing care to students who have special health needs.

DEFINITIONS

References to parent are intended to include persons who are defined as a parent or accorded the rights of a parent in the Education Act.

References to staff are intended to include both certificated and non-certificated personnel and volunteers.

PROCEDURES

1. Medical, speech-language pathology and dental health services may be provided to students on the basis of arrangements made by Alberta Health Services or other approved agencies.
2. Parents are:
 - Responsible for keeping the school aware of a student's health needs; and
 - Expected to provide the school with information about health problems which could affect the student's behavior and learning and/or the welfare of other students and of staff.
3. Information provided by parents regarding a student's medical status and



needs is to be made known to affected staff in accordance with the wishes of the parent and/or in accordance with the need of staff for the information as determined by the Principal.

4. Subject to the provisions of applicable provincial law and regulation, information will be shared with Alberta Health Services and other approved agencies when sharing will serve the health needs of students.
5. Staff are to be familiarized with the provisions of this Administrative Procedure with respect to meeting the health needs of students and responding to emergencies.
6. Staff are expected to use opportunities afforded by curriculum to provide students with attitudes and understandings conducive to good health.

| Health Services to Students | |
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| LEGAL REFERENCE: Section 11, 31, 32, 33, 52, 53, 197, 222 Education Act Public Health Act Guide to Education: ECS to Grade 12 Standards for Special Education Standards for the Provision of Early Childhood Special Education | |

