

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE PORTAGE LA PRAIRIE SCHOOL DIVISION HELD JUNE 8, 2006 AT 5:30 P.M.**

**CALL TO ORDER:**

ROLL CALL:	D. P. Hallick (chair)	Y. J. Cuthbert (vice-chair)	C.A. Chandler
	A. F. Dell	J. J. Harrison	J. E. McCallister
	C. W. Morrison	H. W. Barrett	N. T. Corrigan
	L. J. Taylor		

**COMMITTEE OF THE WHOLE – 5:30 – 8:00 P.M.**

06:01:06 Motion:

C. Morrison – J. Harrison

That the board resolve into committee of the whole, in camera.

Carried

06:02:06 Motion:

J. Harrison – Y. Cuthbert

That the board rise without reporting.

Carried

**COFFEE BREAK**

**A. AGENDA:**

06:03:06 Motion:

A. Dell – Y. Cuthbert

That the agenda for the meeting of June 8, 2006 be approved.

Carried

**B. PREVIOUS MINUTES:**

06:04:06 Motion:

J. Harrison – C. Morrison

That the minutes of the regular meeting of May 25, 2006 be approved.

Carried

**C. DELEGATIONS/PRESENTATIONS**

1. Linda Hanneson's Grade 5/6 class from Ecole Prince Charles School - mosaic
2. Excellence Award presentations:
  - Jim Pehura
  - Elma Maendel
  - Jan Halmarson
  - Lucille Clary
  - Larry Taylor

**D. MOTIONS:**

06:05:06 Motion:

Y. Cuthbert – C. Morrison

That Policy JGCDA – Administering Medicines to Students be revised as follows:

**ADMINISTERING MEDICINES TO STUDENTS**

**A. PRESCRIBED MEDICATIONS**

The Portage la Prairie School Division acknowledges the fact that certain students may require prescribed medication during the school day. The Division also realizes that the administration of the medication by the parent or legal guardian of the child is not always possible at the prescribed time during the school day.

In such circumstances, the Division will attend to the administering of the prescribed medication provided that, and only if, the parent(s) or legal guardian(s) of the pupil meet all prerequisites as identified below in section one.

These procedures apply to students whose age requires the assistance of school staff. Students should be responsible for the administration of their medication as soon as they are capable of accepting this responsibility.

**1. RESPONSIBILITIES OF PARENTS/LEGAL GUARDIANS**

- a) Parents/legal guardians shall provide the school with an "Administration of Prescribed Medication" form (see #AS/35-##-##) which shall include:
  - i) parent/legal guardian's request and signature approving the administration of the prescribed medication
  - ii) an outline of the method for delivering the medication to the school
  - iii) physician's statement identifying the prescription, recommended dosage, frequency and method of administration

- iv) physician's description of the intended effect of the prescribed medication
- v) physician's signature
- b) It is the responsibility of the parent/guardian to see that the medication is delivered safely to the school office. **Oral medication must be in blister packs.**
- c) Parents/legal guardians shall notify the school immediately and followed in writing if the medication is no longer required.
- d) Parents/legal guardians shall complete a new "Authorization for Administration of Prescribed Medication" form each year and whenever the physician changes the prescription.

## 2. RESPONSIBILITIES OF SCHOOLS

- a) The school shall designate a specific locked and/or limited access storage space within the school to store the medication.
- b) A specific staff member shall be designated by the principal to administer the medication to the student on a regular basis.
- c) The school shall ensure that there is a copy of "Authorization for Administration of Prescribed Medication" form in the pupil's cumulative file and a copy available and kept close to the medication storage space for immediate reference by the designated person to administer the medication.
- d) The school shall check to ensure that the medication carries the official label from the druggist stating the child's name, physician's name, name of the drug, the dosage to be administered and the time of day it is to be given.
- e) The school may refuse to administer prescribed medication to any child whose parent or legal guardian has not fully completed the approved "Authorization for Administration of Prescribed Medication" form.
- f) An Individual Medication Record shall be kept for any student to whom medication is being administered at the school (#AS/36-##-##). The following information shall be recorded each time medication is administered:
  - i) date and time of administration
  - ii) identity of person administering the medication
  - iii) any relevant comments or observations
- g) If the designated person is not available to administer the medication, then the principal or someone who has full knowledge of the facts shall administer the medication.
- h) If a student will not take the prescribed medication the teacher shall notify the principal. The parent/guardian (or other person designated on the "Authorization for Administration of Prescribed Medication" form) shall be contacted immediately and if not available the physician should be contacted if the school deems it necessary.

- i) Medication that is discontinued shall be returned to the parents.
- j) Staff should be cognizant of the fact that the adoption and implementation of this policy does not preclude the staff member's liability to court action if an error is made in administering the medication.

### **3. SPECIAL MEDICATION REQUIREMENTS**

This policy is restricted to the administration of prescribed medications which can be taken orally or which can be applied externally. The following exceptions may be made following development of an individual plan for administration:

- a) Juvenile Diabetics - assistance in administering of insulin by specially trained staff member who has attended the required in-services and with signed consent by the child's parent or legal guardian.
- b) Asthma - children with Asthma who are prescribed inhaled medications to relieve or prevent their symptoms should be allowed to carry their own inhalers. If the parents feel that their child may lose the inhaler, arrangements should be made for the inhaler to be kept in an easily accessible site in the school which is no more than 5 - 10 minutes away from the student at all times. Parents need to consider arrangements for inhalers when children are involved in school activities away from the school.

If a child who has asthma inhales asthma medications (bronchodilators and/or anti-inflammatories) prescribed to another child, they will suffer no serious side effects. In the event of an asthma attack, a child may therefore use another child's asthma medications if he/she does not have access to his/her own asthma medications.

If a child who does not have asthma inhales asthma medications (bronchodilators and/or anti-inflammatories) for whatever reason, they will suffer no serious side effects.

All staff are to be advised that students with asthma who bring "inhalers" to school are allowed to carry them with them at all times.

### **B. FIRST AID**

School staff shall not apply any external antiseptics such as mercurochrome to injuries sustained by students. In the case of minor cuts or abrasions, the wound is to be washed, cleaned with peroxide and, where necessary, a sterilized bandage applied. In the case of serious cuts or other injury, the child is to be referred to a physician for treatment.

Acetaminophen (e.g. Tylenol) may be administered if prior written consent or immediate verbal consent is obtained from the parent/guardian. Any other form of internal medication should not be administered without prior written consent from the parents and the family doctor. Note: Acetylsalicylic acid (ASA or aspirin) is *not* to be used because of the possibility of allergic reaction.

In the event a student is demonstrating any symptoms of illness, the parents of the student shall be contacted. If it is deemed advisable that the student return to his/her home, such arrangements shall be made. Under no circumstances is a student to be sent home unless a responsible adult is at the home to receive the student. Students at the elementary grade level shall be picked up by a responsible adult or accompanied to their home by a responsible adult.

Adopted: September 25, 1975  
Revised: June 25, 1992  
Oct. 14, 1999  
May 22, 2003

Carried

06:06:06 Motion:

A. Dell – Y. Cuthbert

That the resignation of **Melinda Hrechka**, teacher, be accepted effective June 30, 2006.

Carried

06:07:06 Motion:

J. McCallister – A. Dell

That the resignation of **Dena Burton**, teacher, be accepted effective June 30, 2006.

Carried

06:08:06 Motion:

J. McCallister – Y. Cuthbert

That the resignation of **Christine Simmons**, teacher, be accepted effective June 30, 2006.

Carried

06:09:06 Motion:

J. Harrison – J. McCallister

That the resignation of **Pamela Zaman**, teacher, be accepted effective June 30, 2006.

Carried

06:10:06 Motion:

A. Dell – C. Morrison

That By-Law **No. 235**, being a by-law of the trustees of the Portage la Prairie School Division for the purpose of borrowing the sum of **\$21,800.00** Dollars for the **Fort la Reine School – Grooming Room - \$4,500.00 (Project POF4025)** and the **Yellowquill School – Chiller & Cooling Tower Replacement - \$17,300.00 (Project POC1221)**, be now read a first time.

Carried

06:11:06 Motion:

A. Dell – J. McCallister

That **Dave Judson** be employed on a 100% Limited Term Teacher contract effective September 5, 2006 until January 26, 2007.

Carried

**E. SUPERINTENDENT'S DEPARTMENT REPORT:**

HB

1. Larry Smith – Historica Foundation trip to Belgium and France
2. La Verendrye School received National Award for Quality Physical Education

NC

1. No report

LT

1. May enrollment report (-25 from last month, -102 from last year) – copies
2. PCI Graduation Chair – Dennis Hallick
3. School Initiatives:
  - OVS** - Tiny Tots Nursery School at OVS on Tues. & Thurs. for 2006-2007
  - YQS** - Gr 3 /4 ArtsSmarts banners to Manitoba Legislature & Vancouver ArtsSmarts conference in September

**F. OTHER BUSINESS**

1. No report

**G. INFORMATION ITEMS: – copies**

1. School Newsletters – Highlights
  - CVS** - Farewell Festival of Fun June 8<sup>th</sup>
  - EPCS** - Last day of school June 28<sup>th</sup>, staff moving on June 29<sup>th</sup>

**INFORMATION ITEMS: - copies on file**

1. School Newsletters – Highlights
  - FLR** - Preschool Teddy Bear Party June 13 from 2:30 – 3:30 p.m.

- YQS** - Jr. High Awards day 9:30 a.m. June 29<sup>th</sup>  
**NMS** - “Walk to School and Breakfast” June 7<sup>th</sup>  
**OVS** - Awards ceremony June 29<sup>th</sup> at 9:30 a.m.  
**LVS** - Staffing changes for next year
2. Invitation to the Annual General Meeting of Child and Family Services, June 12<sup>th</sup>
  3. Breezy Business – Northern Breeze Colony School newsletter
  4. AMHS Time capsule items
  5. Community Foundation Annual Report Presentation, June 12<sup>th</sup> @ 7:00 p.m.
  6. Chamber of Commerce Quarterly Luncheon June 22 @ 12:00 noon
  7. Invitation to participate in focus group re: Multiplex Recreation Facility
  8. Minutes of Community Consultative Group meeting held May 3, 2006
  9. Manitoba Association of Parent Councils news bulletin
  10. Electronic Mail from Manitoba Association of School Trustees
    - Memo re: Copyright Issues
    - Canadian School Board Association’s Lead on Copyright issues
    - Memo re: Update CPI, Unemployment Rate, Regional Trends

**H. UPCOMING MEETINGS:**

June 12	Multiplex Recreation Facility meeting @ Glesby Centre 7:00 p.m.
June 13	Long Service Tribute Dinner
June 22	Board Meeting
June 24	Arthur Meighen High School Graduation
June 27	Portage Collegiate graduation banquet
June 28	Portage Collegiate Institute Graduation
September 14	Board Meeting
September 28	Board Meeting

**I. NEWS MEDIA QUESTIONS:**

C.F.R.Y.	Randell Mauricio
Daily Graphic	Shannon VanRaes

**J. COMMITTEE OF THE WHOLE:**

06:12:06 Motion:

J. Harrison – C. Morrison  
 That the board resolve into committee of the whole, in camera.

Carried

06:13:06 Motion:

J. Harrison – C. Chandler

That the board rise without reporting.

Carried

**K. ADJOURNMENT:**

The meeting was adjourned by the chairperson at 9:47 p.m.

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