

MEDICAL SERVICES

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Category:	General
Parent Policy:	A11 Medical Services
Approval Date:	April 14, 2020
Effective Date:	April 14, 2020
Procedure Owner:	Associate Vice President, Students & Registrar Director, Human Resources

Overview:	
Procedures:	<p>Health / Medical Records</p> <p>Olds College maintains confidential health / medical records of students, guests and employees to assist in correct health assessments and treatments, and to record such assessments and treatments. Such records will only be accessed by a physician, nurse, and approved Health and Wellness Centre staff, except where the patient has signed an "Informed Consent Form" that their record may be forwarded to a third party. Staff with access to health / medical records are bound by ethical requirements and practice standards which strive to guarantee the confidentiality of patient health records.</p> <ul style="list-style-type: none"> • Health / medical records are kept securely in the Health and Wellness Centre. Health and Wellness Centre staff are the only people with access to health records. • Health / medical records are kept for a duration in accordance with the Alberta Health Information Act. At that time, Health and Wellness Centre staff will destroy the records. <p>Medication</p> <p>Olds College maintains a secured supply of medications in the Health and Wellness Centre to address the emergency and short-term health needs of students, guests, and employees. These medications are limited to over-the-counter medications and that are used by the general population for the prevention and treatment of common illnesses. Such medications will only be dispensed under the written orders of a physician, following procedures that comply with requirements of the Health Professions Act of Alberta.</p>

A. Medication Storage and Use

- Medications are kept for emergency use and for the treatment of minor ailments of students and staff.
- The physician will review and sign the Olds College Formulary (i.e., approved order form) annually, in consultation with the RN.
- Controlled substances are not available in the Health and Wellness Centre.
- The manager responsible for the Health and Wellness Centre services in conjunction with the RN, ensures that medications are available, are current, safe to use and stored properly.

B. Administering/Charting

- A consulting physician may dispense medication.
- The only other employee who may administer medication to people is the RN on duty. The medications may be administered upon the direct order of a physician, or by standing medical orders.
- Whoever administers the medication will chart it. Allergies will be noted on the record. Reported side effects will be charted.

Communicable Diseases

The Olds College Health and Wellness Centre responds proactively to its responsibilities in the prevention and diagnosis of communicable diseases, and providing treatment when appropriate. Consistent with current legislation, the Olds College Health and Wellness Centre respects the rights of students and employees while accepting its responsibility to protect the health and safety of the College community.

A. Prevention

- The nurse will develop and deliver education programs focusing on primary prevention, methods of transmission and treatment of communicable disease.
- Health and Wellness Centre employees are encouraged to have relevant vaccinations recommended by Alberta Health Services.
- Olds College will support provincial and federal directives relating to communicable diseases and pandemics. This may include excused absences from work or class.

B. Employee/Student

- Olds College does not screen for communicable diseases as a condition of employment or admission to the college.
- A confirmed diagnosis of a communicable disease will not affect an individual's status within the College, except as ordered by Alberta Health Services. Therefore, the person shall be permitted to work/study as long

as they are able.

- If an individual's ability to perform their duties or continue studies is impacted, the person will be considered as if they had any other illness and appropriate accommodations will be put in place.

C. Epidemic / Pandemic Response

- At its discretion, Olds College may appoint a response team to respond to epidemics or local outbreaks of communicable diseases.
- Olds College will maintain an epidemic/pandemic plan template that can be tailored as required. This template will be kept by the Manager, Health Safety and Security and reviewed on an annual basis.
- Communication (including public health notifications, preventative measures, and travel advisories) related to outbreaks will be coordinated by the response team and shared with the College Community.
- Olds College cooperates with provincial and federal authorities in its response.

Transport of Ill and Injured Individuals

Olds College values the health and safety of all individuals who work at or visit their campuses. In the case of an emergency, individuals will be transported to a medical facility by ambulance. In non-emergency situations, individuals are typically responsible for their own transportation.

- These procedures cover any individual (staff, faculty, student, visitor and/or contractor) who is subject to an emergency due to injury or illness while on an Olds College campus.
- Employees of a Licensee who have signed an Olds College Facility Rental Contract are the responsibility of the Licensee. Transportation costs for any ill or injured persons will be paid by the Licensee as they are the employer. It is an expectation that the guidelines of this policy will be followed by the Licensees if an incident is to occur on Olds College property.
- For transportation issues related to student trips and field work, see Olds College Policy D40 Student Trips.
- For transportation issues related to international travel, see Olds College Policy D41 International Trips.
- Health and Wellness Centre staff or Campus Security will contact the Olds High School Principal for any incident or injury involving an Olds High School student immediately upon knowledge of the incident.

A. Transportation Guidelines

The method of transportation of injured or ill persons depends on the seriousness of the injury or illness. The first responder, normally a college employee, makes the judgement call as to whether the injury or illness constitutes an emergency. Individuals are encouraged to err on the side of caution.

- **Emergencies**

Phone 911.

Then phone Campus Security:

Olds Campus Security: 8225 or 403 556-8225

Bow Valley Campus Security: 403 410 1713

Emergency Medical Services will decide whether to transport the individual by ambulance.

Individuals not transported by ambulance are considered to be non-emergencies.

- **Non-emergencies**

If non-emergency medical treatment is required, individuals are encouraged to make their own transportation arrangements for medical treatment.

Any person utilizing their personal vehicle to transport an injured or ill individual from an Olds College campus will be assuming personal liability and is taking sole responsibility for their passenger's safety.

Health and Wellness Centre Management or the Nurse may choose to arrange transportation at their discretion. In non-emergency cases taxi vouchers or an Olds College vehicle may be utilized and the staff member may accompany the individual.

B. Cost Of Transportation

Olds College will comply with Section 87(1) of the Alberta Workers Compensation Act, regarding costs incurred which states:

“Where a worker suffers an accident and is in need of medical aid, his employer shall, if the worker is in need of transportation, furnish at the employer's expense immediate transportation for the worker to a hospital or other treatment agency, to a physician or to any other place that is appropriate for the treatment of the worker's condition.”

	<p>Students who are injured or become acutely ill while performing curricular activities or while in a practical experience related to their studies and who are enrolled in an academic or vocational program at Olds College may be reimbursed for transportation costs by Alberta Advanced Education, who, under the Workers Compensation Act, is considered to be the employer.</p> <p>C. Recording</p> <p>All incidents resulting in injury requiring first aid or medical attention must be documented on an Incident Report Form available online. Appropriate Workers Compensation Board (WCB) documentation must be completed.</p>
Definitions:	
Related Information:	<p>Medical Services Policy Epidemic/Pandemic Plan Template Informed Consent Form</p>
Review Period:	5 Years
Revision History:	<p>Revision / amalgamation of 4 pre-existing policy/procedures:</p> <ul style="list-style-type: none"> ● Medication (A11) - February 17, 2015 ● Communicable Diseases (A12) - February 17, 2015 ● Health and Medical Records (D3) - February 17, 2015 ● Transport of Injured or Ill Persons(A40)- September 19, 2016