

## MEDICAL SERVICES

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

<b>Category:</b>	A. General
<b>Parent Policy:</b>	A11
<b>Approval Date:</b>	September 15, 2023
<b>Effective Date:</b>	September 15, 2023
<b>Procedure Owner:</b>	Registrar & Director, Student Services

<b>Overview:</b>	As the college provides a range of services including nurse and physician care, proactive campus community health, and first aid, this procedure addresses Health / Medical Records, Medication and Controlled Substances, Communicable Diseases, and Transport of Ill and Injured Individuals.
<b>Procedures:</b>	<p><b>Health / Medical Records</b></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"> <li>• 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.</li> <li>• 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.</li> <li>• This procedure is supported by Olds College policy A19 Records Management and Disposition, and Government Legislation.</li> </ul> <p><b>Health Promotion &amp; Injury Prevention Education</b></p> <p>Olds College strives to promote resilience and wellness in our campus community through education, awareness, collaboration and access to resources as they transition in and out of their Olds College experience. Olds College's Health and Wellness Team and/or People and Culture are responsible for creating educational programming focused on harm reduction and empowering students to choose healthy behaviors. Other campus community members shall consult with these teams to facilitate health and wellness programming.</p>

### **Medication**

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 medications 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.

#### **1. Medication Storage and Use**

- a. Medications are kept for emergency use and for the treatment of minor ailments of students and staff.
- b. The physician will review and sign the Medical Directive (i.e., approved order form) annually, in consultation with the RN.
- c. Controlled substances are not available in the Health and Wellness Centre.
- d. 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.

#### **2. Administering / Charting**

- a. A consulting physician may dispense medication.
- b. 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.
- c. The RN on duty will chart as per regulatory guidelines in accordance with College and Association of Registered Nurses of Alberta (CARNA) standards.

### **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.

#### **1. Prevention**

- a. The nurse will develop and deliver education programs focusing on primary prevention, methods of transmission and treatment of communicable disease.
- b. All Olds College employees are encouraged to have relevant vaccinations recommended by Alberta Health & Wellness.
- c. Olds College will support provincial and federal directives relating to communicable diseases and pandemics.

#### **2. Employee / Student**

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

### **3. Epidemic / Pandemic Response**

- a. At its discretion, Olds College may appoint a response team to respond to epidemics or local outbreaks of communicable diseases.
- b. Health and Wellness will follow the Olds College emergency response plan related to epidemic / pandemics.
- c. 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.
- d. 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 EMS. In non-emergency situations, individuals are supported in finding 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 Procedure D40 Student Trips International Destinations.
- 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 when it is safe to do so.

### **1. Transportation Guidelines**

The method of transportation of injured or ill persons depends on the nature of the injury or illness. When the first responder is unclear of the nature of the injury, EMS is called and will determine if transportation is warranted.

#### **a. Emergencies**

- i. Phone 911
- ii. Then phone Campus Security:  
Olds Campus Security: 8225 or (403)556-8225

Emergency Medical Services will decide whether to transport the individual by ambulance. Individuals not transported by ambulance are considered to be non-emergencies.

#### **b. Non-emergencies**

If non-emergency medical treatment is required, individuals are supported in arranging 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.

The manager responsible for the Health and Wellness Center or the RN 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.

**2. 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.”

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. Please reference Section 67(1) of the *Alberta Workers' Compensation Act* for more information.

**3. Recording**

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.

**Definitions:**

**Related Information:**

Medical Services Policy  
[Informed Consent Form](#)

**Review Period:**

3 Years

**Revision History:**

New: April 2020  
Revised: September 2023