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## BACKGROUND

There are students in school who may require emergency health care interventions by school staff. These students are commonly referred to as students with a Medical Alert Condition. These conditions are those that are physician diagnosed, potentially life threatening and include:

- Diabetes
- Epilepsy/Seizure Disorders
- Anaphylaxis (history of a severe allergic response) which requires planned care and support inside as well as outside the school environment, e.g. field trips
- Severe Asthma (history of episodes requiring immediate medical treatment or a history of requiring immediate medication administration to avert an emergency).
- Blood clotting disorders such as hemophilia that require immediate medical care in the event of injury
- Serious heart conditions
- Other conditions which may require emergency care as determined in consultation with parent/student! family physician, school and Medical Health officer or designate.

These guidelines outline the responsibility, roles and process whereby any medical emergencies that occur during school hours may be handled in an optimal manner.

## TARGET POPULATION

Students with a Medical Alert Condition.

## PRINCIPLES

Using the comprehensive school health model, the responsibility for the safety, health and well being of students is a joint responsibility of the school health team, namely school staff, public health nurses and the parents. However, each team member has different roles.

**The Principal has paramount responsibility for ensuring the safety, health and well being of students during school hours. Students with life threatening medical conditions will be reasonably accommodated in accordance with School Policy.**

The Public Health Nurse will provide consultation during school hours to school staff and/or parents, on any of the Medical Alert Conditions and their management, including the development of care plans and training of school personnel.

The Parent/Guardian provides the school with timely information re the student's condition, care and any medication required. The Parent/Guardian works with the school health team to develop an appropriate care plan and train designated school personnel.

## **OBLIGATIONS OF EACH TEAM MEMBER**

01. The School (Principal or delegate) will:

- a) Collect demographic and health information about students with Medical Alert Conditions at time of registration.
- b) Give parents a “Medical Alert Planning” form, and “Request for Medication Administration” form if necessary, with instructions for completion and return of form(s) to school. The parent/guardian will also be provided with a copy of these guidelines to assist them in understanding their own, and other, school health team members’ responsibilities.
- c) Consult with public health nurse, if necessary, for clarification of which conditions may need Medical Alert procedures.
- d) Consult with the public health nurse on the training of appropriate school personnel once the Medical Alert plan has been returned by the Parent/Guardian. This training may be conducted by:
  - I) Parents/older student
  - II) Parents/student with assistance of public health nurse
  - III) Public health nurse where parent/student unable to train or where training for a number of students is needed, e.g. use of Epipens.
- e) Ensure all staff are aware of Medical Alert students twice a year and where the plans/medication forms for these students are stored.
- f) Ensure that a safe and appropriate storage area for medication is provided. It is recognized that the medication may at times have to be immediately available, e.g. on field trips.
- g) Ensure plans are reviewed and updated annually or on parent/guardian notification of changes in the child’s condition.

02. The Public Health Nurse will:

- a) Meet with the Principal prior to, or at the beginning of, the school year to discuss/review the Medical Alert procedures in the school, and the role of the public health nurse.
- b) Refer new families/students with Medical Alert conditions to the school before the beginning of the school year when child is previously known to public health.
- c) On request, advise the Principal/designated alternate school staff on which students actually have Medical Alert Conditions based on parent/guardian information given at

the time of registration. This may involve additional clarification by the PHN with the parent/guardian or student's physician.

- d) Work jointly with school staff and parent/guardian to finalize the care plan if necessary and develop a training plan for appropriate school staff as per Section 1 .d).
- e) Provide general information of Medical Alert Conditions to school staff, parents/guardians and students as required, including safety options, e.g. Medical Alert bracelets.
- f) Provide guidance and consultation to school staff, parents and students, regarding simulated incident and emergency response training for Medical Alert conditions, as required.

03. The Parents/Guardian will:

- a) Provide the school with accurate and timely information about their child's Medical Alert Condition, both at the time of registration and at any time there is a change in the student's condition or care.
- b) Complete the "Medical Alert Planning" form and the "Request for Medication Administration in School" form, if the latter is required. Consultation with the child's physician may be needed for the Planning form and is required for the Medication form. Return completed forms to the school as soon as possible.
- c) Work with school staff and public health nurse to ensure designated school staff are trained to assist the student should an emergency occur. Options include:
  - I) Parent/older student may provide the training.
  - II) Parent/older student may provide the training with the assistance of the Public Health Nurse.
  - III) Public Health Nurse may train.
- d) Check the care plan annually at the beginning of the school year, or if medical condition changes throughout the school year.
- e) Complete a new "Request for Medication Administration in the School" form annually prior to school opening in September if medication is or may be needed by the student during school hours. Remember, this requires a physician's signature so advance planning can save extra appointments.
- f) Ensure medication is available at the school in the original labeled container and is not outdated/ expired. Remove medication from the school at the end of the school year.