

## **RATIONALE:**

The District recognizes that there are students with potentially life-threatening conditions who may require emergency care while at school. The safety, health and well-being of students is a joint responsibility of parents, school personnel, and students.

## **PROCESS:**

The parent communicates with the Principal about the medical alert condition of their child and works with the school team to delineate the responsibilities of school district staff, parents, and health providers in providing a safe school environment for the students.

### **1. Medical Alert conditions include:**

- 1.1. Anaphylaxis: previous severe allergic reaction(s) which require or may require emergency care and use of Epinephrine (EpiPen). [Link to SD 27 Anaphylaxis procedure and forms](#)
- 1.2. Diabetes: students who require the assistance of school staff for blood glucose monitoring and/or insulin administration, students who independently manage their diabetes care at school, and students whose parents have requested that glucagon be administered as an emergency treatment in the event of severe low blood glucose. Please see the information and forms provided on the Ministry of Education site <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/safe-caring-and-orderly-schools/diabetes>
- 1.3. Epilepsy: ongoing seizures that require first aid and emergency rescue medication and ongoing seizures that require first aid only. Please see the Seizure Action Plan on the Ministry of Education site <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/safe-caring-and-orderly-schools>
- 1.4. Severe Asthma: previous asthma episodes requiring immediate medical treatment.
- 1.5. Blood Clotting Disorders: may require immediate medical care in the event of an injury.
- 1.6. Serious heart condition: may require emergency interventions.

## **2. Responsibilities**

### **2.1. Parent/caregiver**

- 2.1.1. Provide the school with accurate and timely information about your child's Medical Alert Condition, both at the time of registration and any time there is a change in the student's emergency plan or care.
- 2.1.2. Complete and return Medical Alert form(s).
- 2.1.3. Meet with designated staff on an annual basis to confirm emergency plans.
- 2.1.4. Provide required medications and determine, with the school, where and how these should be stored and administered. Ensure that the medications have not expired.
- 2.1.5. Inform school staff that the child has the demonstrated maturity to carry and self-administer their own medication.

### **2.2. Principal/Designate**

- 2.2.1. Provide access to the appropriate Medical Alert form(s) with instructions to return to the school office.
- 2.2.2. Meet with the parent/caregiver to review the Medical Alert information and emergency plan for the student. This is essential for new and newly diagnosed students with life-threatening medical conditions. An annual review of the Medical Alert emergency plan should also occur (if no changes to the medical condition/emergency plan, the parent/caregiver may initial and date the emergency plan). Meet with the teacher(s) to review the Medical Alert information and emergency plan for the student.
- 2.2.3. Maintain and update the Medical Alert list (annually and as needed). Ensure appropriate staff are aware of the Medical Alert list.
- 2.2.4. Ensure planning for students with medical alert concerns is part of the preparation and planning for field trips/extra-curricular activities:
  - 2.2.4.1. Bring a copy of the Medical Alert list, Medical Alert emergency plans, and appropriate medical supplies/medication as required.
  - 2.2.4.2. Ensure there is a way to carry out our emergency response plan if needed (e.g., cell phone).
  - 2.2.4.3. Inform supervising adults/chaperones of students with Medical Alert information and Medical Alert emergency plans.
- 2.2.5. Place a copy of the Medical Alert list in the appropriate classrooms and designated areas. It should be kept in areas which are accessible to staff, while respecting the privacy/confidentiality of the students.

- 2.2.6. Determine a safe unlocked storage area during school hours for medication. Keep an updated copy of the Medical Alert list with the medications. The medical list and medication should be easily transported in case of a school evacuation.
- 2.2.7. Determine the level of education awareness required for the classroom and/or school population.
- 2.3. School Staff
  - 2.3.1. Be familiar with students who have Medical Alert conditions in your school/classroom.
  - 2.3.2. Be familiar with the student's Medical Alert emergency plan and location of emergency medication.
  - 2.3.3. Maintain and update the Medical Alert list (annually and as required throughout the year).
  - 2.3.4. Receive training offered through the school/Public Health regarding Medical Alert conditions, anaphylaxis prevention and management, diabetes care and emergency treatment, etc.
  - 2.3.5. Inform the teacher teaching on call (TTOC) of students in their classroom with Medical Alert conditions, emergency plans, and location of emergency medication.
  - 2.3.6. Prepare for field trips/extra-curricular activities:
    - 2.3.6.1. Bring a copy of the Medical Alert list, Medical Alert emergency plans, and appropriate medical supplies/medication as required.
    - 2.3.6.2. Ensure there is a way to carry out emergency response plan, if needed (e.g., cellphone).
    - 2.3.6.3. Inform supervising adults/chaperones of students with Medical Alert conditions and Medical Alert emergency plans.

### **3. Compiling and Maintaining a Medical Alert List**

- 3.1. Compiling and maintaining the Medical Alert list is the responsibility of the school. Each school has its own preferred method of maintaining the list. The Principal determines the school staff member who will be responsible for maintaining the Medical Alert List. The Medical Alert list must be updated on an annual basis at the beginning of the school year and as needed throughout the year as required.
  - 3.1.1. Identifying students to be included on the Medical Alert list:
    - 3.1.1.1. Review the Medical Alert list from previous year.

- 3.1.1.2. Review all new student registrations/transfers for Medical Alert conditions.
- 3.1.1.3. Collect Medical Alert information from parents.
- 3.1.1.4. Students with special needs who have Medical Alert conditions will be identified by Nursing Support Services; information to be added to the Medical Alert list will be sent to the school. Nursing Support Services are to be contacted if they have not contacted the school directly.
- 3.1.2. Contact must be made annually with the parent/caregiver regarding the Medical Alert condition. Most information can be gathered through school district forms.
  - 3.1.2.1. Acknowledgement of Medical Alert form(s).
  - 3.1.2.2. Clarification of medical information if necessary.
  - 3.1.2.3. Notification about student on Medical Alert list.
  - 3.1.2.4. Notification about student photo on Medical Alert list.
  - 3.1.2.5. Confirming medication is provided and current at the school.
  - 3.1.2.6. Re-confirmation with returning students as required.
- 3.2. Update MyEd
  - 3.2.1 Enter information from individual Medical Alert emergency plans to MyEd as a Medical Alert. Note, if the medical condition is not life threatening and/or is NOT one of the medical conditions listed at the top of this document, the alert should be entered as "Other" alert.

#### **4. Organize Emergency Medications**

- 4.1. For those students who carry their own medication, or keep it in the classroom, it is recommended that there be a back-up dose in the school office. It is not recommended that students in the primary grades carry their own medication. The Medical Alert list must clearly state where the student's emergency medication is located in the school.
  - 4.1.1. Medication must be clearly labelled with the original pharmacy label, student name and expiry date.
  - 4.1.2. Rescue fast-acting sugar (e.g., juice, etc.) for students with diabetes should be clearly labelled with student name.
  - 4.1.3. Label a clear zip-lock bag (or large envelope) for each Medical Alert student to store a copy of completed Medical Alert emergency plan and required medication.
  - 4.1.4. A copy of the complete Medical Alert list should be stored with the medication.

**Links to Medical Forms:**

[APF 503-1 Medical Alert Information Form](#)

[APF 503-2 Dispensing Medication Record Form](#)

[APF - Request for Administration of Medication at School](#)