

MANAGEMENT OF STUDENTS WITH MEDICAL CONDITIONS (Medical Alert Students and Administration of Medication)

Background

The district recognizes that there are students who may require medical care while at school. The responsibility for the safety, health, and well-being of students is a joint responsibility of parents, students, school personnel, and public health nurses. However, each has different roles.

The following outlines the responsibility, roles, and processes whereby any medical care or emergency that occurs during school hours or after school hours activities must be handled.

Medical Alert The first group of students are those who have life-threatening illnesses or allergies. These conditions are physician diagnosed and potentially life threatening. They require planned care and support inside as well as outside the school environment, e.g. field trips. The conditions include:

- Diabetes
- Epilepsy
- Anaphylaxis and/or history of severe allergic response – detailed procedure can be found in operational procedure 341 (Anaphylaxis)
- Severe Asthma – immediate medical treatment required
- Blood clotting disorders such hemophilia that require immediate medical care in the event of injury
- Serious heart conditions
- Other conditions that may require emergency care as determined in consultation with parent/guardian, physician, school, and Medical Health Officer or designate.

Administration of Medication These students require the administration of medication while in school. They may or may not be students who are medical alert students.

Students Who Become Ill at School This is covered under operational procedure 342 (Student Illness or Injury at School).

Procedures

1. Parents/Guardians:

- 1.1 The parents/guardians have primary responsibility for communicating information about medical conditions of their child to school personnel and keeping them informed of any changes taking place in the health of the student. In the case of senior secondary students, some of the parent/guardian role may be assumed by the student themselves with the consent of the parent/guardian, or physician.
- 1.2 Parents/guardians must provide the school with accurate and timely information about the child's medical alert condition and/or medication requirements, both at the time of registration and at any time there is a change in the student's condition or care, or if there is a change in schools.

- 1.3 Parents/guardians must complete the Medical Action/Alert Planning Form (SD72 Form 340-1) and/or the Request for Medication Administration at School Form (SD72 Form 340-2), if the latter is required. Consultation with the child's physician may be needed for the planning and medication forms. Completed forms must be submitted to the school at the beginning of each school year.
- 1.4 Parents/guardians should work with the school principal and public health nurse to assist in training of school personnel once the student's Medical Alert Plan is completed.
- 1.5 Parents/guardians are responsible for reviewing and updating their child's Medical Alert Plan at the beginning of the school year, or if the medical alert condition changes at any time throughout the school year.
- 1.6 If medication is or may be needed by the student and administered by school personnel during school hours, parents/guardians are responsible for having the child's physician complete a Request for Medication Administration at School Form (SD72 Form 340-2) for new prescriptions or if a prescription is changed. An original, signed prescription from the doctor's prescription pad may be substituted for a physician's signature on the form.
- 1.7 Parents/guardians must ensure that the prescribed medication(s) specified on the Request for Medication Administration at School Form (SD72 Form 340-2) is available at the school in the original labeled container with appropriate measuring spoon, if applicable, and is replaced when outdated/expired.
- 1.8 Parents/guardians are required to provide the necessary equipment in those situations where it is recommended that students carry emergency supplies on their person, (i.e. - a fanny pack) containing, for example but not limited to:
 - Asthma – Inhaler
 - Diabetes – dextrose candies
 - Anaphylaxis – adrenaline injection kit.
- 1.9 Parents/guardians must remove medication at the end of each school year from the school and pick up a Request for Medication Administration at School Form (SD72 Form 340-2). This form must be completed by the physician and delivered to the school in preparation for the start of the new school year if medication that requires school personnel administration is, or may be, needed by the student during school hours.

2. **School Principal or Designate:**

- 2.1 The school principal shall consult with the public health nurse for clarification of which conditions may need medical alert plans.
- 2.2 The school principal or designate will collect demographic and health information about students with medical alert conditions at time of registration.
- 2.3 Upon identification of a medical alert condition, the school principal or designate will arrange for parents/guardians to be given a Medical Action/Alert Planning Form (SD72 Form 340-1), and Request for Medication Administration at School Form (SD72 Form 340-2) if required, as well as necessary instructions for the completion and return of the form(s) to the school.
- 2.4 The school principal should, in consultation with the public health nurse and parents/guardians, arrange for appropriate staff training related to all students' medical alert plans. This may include; bus drivers, custodians, coaches, noon-hour supervisors or others who work directly with the medical alert student.

- 2.5 The school principal will work with the public health nurse, parents/guardians, and classroom teacher to develop support structures for medical alert students during class time, recess and lunch breaks, and other times when the student is under the school's authority. This may include establishing restrictions in the classroom and/or school for life threatening allergies, such as food products and animals.
- 2.6 The school principal, or designate, shall ensure that the Medical Alert Plans are appropriately distributed to teachers and in student files.
- 2.7 The school principal will provide information to all staff members so they are visually familiar with medical alert students, and where plans/medication forms and medications for these students are stored. This includes displaying photo I.D.'s and descriptions of conditions and emergency actions of medical alert students in an appropriate place where staff members will see them, and while ensuring that student confidentiality is protected.
- 2.8 The school principal will ensure a safe and appropriate storage area for medication including provisions for medication for medical alert students when they are on school authorized field trips. In some cases, students may be required to carry medication on their person.
- 2.9 School principals will ensure that all Medical Alert Plans (SD72 Form 340-1) for students who attend the school are reviewed/updated by the students' parents/guardians in September of each year.
- 2.10 At the end of each school year, the school principal or designate will return all remaining medication(s) to parents/guardians and provide parents/guardians with the current Request for Medication Administration at School Form (SD72 Form 340-2) and a blank form so they can arrange for the physician to complete a new form for the school by September.

3. **Classroom Teacher/Other Teachers Who Are in Charge of Students:**

- 3.1 Teachers will assist in obtaining information from parents related to serious health concerns of students under their authority.
- 3.2 Teachers will attend training sessions with appropriate personnel and implement the training to support a healthy environment for Medical Alert students under their authority.
- 3.3 Teachers must prepare appropriate information for any teachers teaching on call (TTOC) who work with medical alert students under their authority.
- 3.4 Teachers must communicate to parents any changes to the classroom environment that may create a health concern for a medical alert student.

Reference: Sections 7, 8, 17, 20, 22, 65, 84, 85, 95 School Act
 Good Samaritan Act
 School Regulation 265/89
 Anaphylaxis Protection Order M232/07

Related Forms: [SD72 Form 340-1 Medical Action/Alert Planning](#)
[SD72 Form 340-2 Request for Medication Administration at School](#)