



**Section Four: Students**

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**436R – MANAGING STUDENTS  
WITH MEDICAL ALERT/ANAPHYLAXIS CONDITIONS  
(REGULATIONS)**

**ROLES:**

**The Parents/Guardians will:**

**NOTE:**

- In the case of **senior secondary students**, some of the parent/guardian role may be assumed by the student him/herself.
  - Students may not update medical data if parents have registered conflicting information.
- 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) In cases of life threatening conditions, an emergency plan is necessary. Complete the “Medical Alert Planning Form” in these cases. Parents whose children require medication at school must complete the “Request for Medication Administration at School Form”. 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 at the beginning of each school year or provide written documentation that there is “no change” to either form from the previous year.
- c) When necessary, 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. According to the Anaphylaxis Training Information, the training should be provided by:
- Public Health Nurse
  - Allergy/Asthma Information Association
  - Anaphylaxis Canada
  - Occupational Health & Safety staff member trained in this area



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- d) Review and update the “Medical Alert Planning Form” at minimum annually at the beginning of the school year, upon registration, or if the Medical Alert condition changes at any time throughout the school year.

Note on the Medical Alert planning form if the student is a registered bus rider (eligible or courtesy).

- e) If medication is or may be needed by the student and administered by school personnel during school hours, meet with the physician to complete a “Request for Medication Administration at School Form” for new prescriptions or if a prescription is changed. A duplicate pharmacy label may be attached to the form in Section B in place of a signature from the physician.
- f) Arrange that the physician completes the “Request for Medication Administration at School Form” annually in preparation for school opening in September if medication that requires school personnel administration is or may be needed by the student during school hours. NOTE: This is for new medical alert conditions or changes to medication. As in (e) a duplicate pharmacy label may be attached to the form in Section B in place of a signature from the physician.
- g) Ensure medication is available at the school in the original labelled container, with appropriate measuring spoon and is replaced when outdated/expired.
- h) 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:
- Asthma - Inhaler
  - Diabetes - dextrose candies
  - Anaphylaxis - adrenalin injection kit

In reference to Anaphylaxis, more detailed suggestions can be found in the Canadian School Boards’ Association recent publication “*Anaphylaxis: A Handbook for School Boards*”. A copy is available at [http://www.cdnsba.org/pdf/anaphylaxis\\_eng.pdf](http://www.cdnsba.org/pdf/anaphylaxis_eng.pdf)

- i) Remove medication(s) at the end of each school year from the school and pick up a “Request for Medication Administration at School Form” to be completed by the physician and delivered to the school in September of the following school year. If there are no changes, provide written notification or as stated in (b) or provide a duplicate pharmacy label in place of physician’s signature if medication is required.



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- j) (Parents of Middle and Secondary students) Encourage your child to inform close friends of their medical alert condition and location of their medication at school.

**The Principal or Delegate will:**

- a) Communicate to the Director of Instruction the Principal/Vice-Principal contact who is responsible for overseeing the school’s Medical Alert information.
- b) Collect demographic and health information about students with Medical Alert conditions at time of registration.
- c) Upon registration or the identification of a medical alert condition, arrange that parents/guardians are given a “Medical Alert Planning Form”, “Request for Medication Administration at School Form” and the brochure When medical conditions are indicated on the Student Registration Form, ensure that instructions are given for completion and return of the forms to the school. A summary of these guidelines (parent pamphlet which includes a resource list) to assist them in understanding their own and other’s roles should also be provided to the parent(s)/guardian(s).
- d) **Annually provide** brochure, “For Parents/Guardians of Students with Medical Alert/Anaphylaxis Conditions” School District No. 23, to all students with medical/anaphylaxis conditions.
- e) **Ensure that the “Medical Alert Planning Form” is reviewed by the parent/guardian in September of each year and/or accept parental written notification with date and signature to indicate “no change” to the medical alert plan.**
- f) Keep records of communication with parents regarding the Medical Alert Plan. Document each date of communication or date when communication was initiated, even if there was no answer indicating that a message was left on the answering machine or e-mail.  
**NOTE:** After three attempts to obtain the Medical Alert Plan from the parent (communication documented) and the Medical Alert Plan is not returned, the parent must be notified that the Standard Procedure of Care will then be in place.



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- g) At the end of each school year provide parents/guardians with the current “Request for Medication Administration at School Form” and a blank form so they can arrange that the physician completes a new form for the school by September (or a new duplicate pharmacy label is attached) or accept the original form with attached parent letter to indicate “no change”.
- h) Consult with the Public Health Nurse for clarification of which conditions may need Medical Alert procedures.
- i) Assemble the involved members of staff so that the Public Health Nurse can co-ordinate, in consultation with parents/guardians, school personnel and associations, **appropriate training related to a Medical Alert Plan (Epi-Pens) for a student**. This may require training sessions twice a year as determined by the needs of the student(s). [Refer to Parents’ roles (c) and Public Health Nurse role (h).]

NOTE: Principals, **the staff members who require training** are:

- Principals and Vice-Principals
- secretaries
- the two staff members who hold current first-aid certificates at your school (two are designated at each school)
- staff directly teaching a medical alert student
- any staff member who takes a class outdoors (insect allergies).

Training may also be required for CUPE employees such as bus drivers, custodians, noon-hour supervisors, etc. who work directly with medical alert students. Refresher training in anaphylaxis, diabetes, and epilepsy will be scheduled approximately once a year by the Transportation Supervisor.

Principals should call the Transportation Supervisor if additional training is required for a registered rider.

- j) 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. (Students may carry medications so it is immediately available, i.e. fanny packs.) Establish a recording system to notify parents when medication is outdated and needs to be replaced.
- k) Provide one copy of the Medical Alert Planning Form for each student who is a registered rider to the Transportation Supervisor when first received and after each update. A copy of the Request for Administration of Medication should



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also be provided if the student carries an Epi-pen and may require a bus driver to administer medication.

- l) (Elementary) Ensure that photo I.D.'s of Medical Alert students are displayed in an appropriate place where the members of staff will see it, while the confidentiality of the students is protected from people not involved with them.

(Middle/Secondary) **Ensure** that a hard copy of Medical Alert students' names and Photo ID are available for all first aid officials within the school in areas such as the school office, counselling centre, gym and the medical health room. Teachers of students, care givers, coaches etc. must be informed of children with special care concerns.

Staff caring for students with “Life Threatening Conditions” must have access to and be aware of, the location of “Emergency Standard or Individual Care Plans”. Details of other conditions **must** be on a need to know basis. Confidentiality of the students must be protected from people not directly involved with them.

**NOTE:** See attached template for required information to be displayed/available.

- m) Provide 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.

**NOTE:** For each student who requires assistance, an established medication administration process that includes a medication record should be followed. A record of all medication administered must be recorded by name, date, time of day, amount of medication, administered by whom, and initials of person who assisted with medication.

- n) Work with the Public Health Nurse, parents/guardians, and the classroom teacher to develop support structures for Medical Alert students during class time, during recess and lunch breaks and other times when the student is under the school's authority.
- o) Inform all parents when the environment of the school is changed by actions of district employees such as when pesticides are sprayed, weeds are sprayed, or major school repairs such as painting, roofing, tarring, redoing carpets, or when any substances with strong fumes are used.



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- p) Assure that forms for Medical Alert students are appropriately stored in students’ files.
- q) Co-operate with the parents of children with anaphylaxis to maintain an allergy safe environment. This may include establishing restrictions in the classroom for life threatening allergies such as food products and animals.
- r) Return all remaining medication to parents at the end of each school year.
- s) Inform parents that medical information from their elementary school may not be transferred to their middle/secondary school.
- t) Refer to BCSTA.org for additional resources and anaphylactic awareness/avoidance strategies.

**The Classroom Teacher and other teachers who are in charge of students will:**

- a) Cooperate with the Public Health Nurse to get information from parents related to serious health concerns of students under his/her authority.
- b) Attend training sessions coordinated by the Public Health Nurse in conjunction with appropriate personnel and implement this training to support a healthy environment for Medical Alert students under his/her authority.
- c) Prepare appropriate information for any Teachers on Call who work with Medical Alert Students under his/her authority.
- d) Communicate to parents any changes to the classroom environment that may create a health concern for a Medical Alert student.
- e) Refer to BCSTA.org for additional resources and anaphylactic awareness/avoidance strategies.

**The Transportation Supervisor will:**

- a) Provide an opportunity for an annual Medical Alert update for bus drivers to address anaphylaxis, diabetes, and epilepsy.
- b) Ensure Medical Alert Planning Forms received from the schools are kept for quick reference within the Operations department.



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**The Public Health Nurse will:**

- a) Meet with the Principal or designate 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. i.e. review “Medical Alert Planning Forms”, and “Request for Medication Administration at School Forms”.
- b) Use the information collected from the “Medical Alert Planning Form”, and the “Request for Medication Administration at School Form” to identify those students for which serious medical conditions exist.
- c) Refer new families/students with Medical Alert conditions to the school before the beginning of the school year when the child’s condition is known to Public Health.
- d) Work with the parents/guardians and the students’ physicians, as necessary, to determine the specific needs of students with health risks.
- e) Work with parents/guardians and their physician, as necessary, to assure that the “Request for Administration of Medication at School Forms” are completed before medications are administered at school.
- f) In conjunction with the Principal or designated school personnel, assure that an appropriate Medical Alert Plan is communicated utilizing the “Medical Alert Planning Form” that will meet the needs of each student.
- g) As necessary, or at the request of school personnel, educate staff, students and parents regarding Medical Alert conditions within the school. This education might be done with the assistance of parents, students, and other medical experts.
- h) Coordinate appropriate training to school personnel once the Medical Alert Plan has been completed. This training may include information provided by parents. Parents/guardians should be invited to attend training sessions. [Refer to Parent role (c) and Principal or delegate role (i).]
- i) Ensure plans are reviewed and updated annually or on parent/guardian notification of changes in the child’s condition.
- j) Assist the classroom teacher in establishing support structures for Medical Alert students by providing training to persons involved in structures such as buddy systems and designated staff liaison systems.



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**Attachments:**

The following forms are attached:

- ❑ **Medical Alert Planning Form** – this form is to be provided to those parents/guardians who indicate on the “Student Registration Form” that their child has a medical condition that may require immediate action.
- ❑ **Request for Administration of Medication at School Form** – This form is to be completed by the parent/guardian and the prescribing physician before school personnel can administer medication.
- ❑ **Brochure – “For Parents/Guardians of Students with Medical Alert/Anaphylaxis Conditions”.**
- ❑ **Medical Alert Photo I.D. Form** – for display in an appropriate place while ensuring confidentiality.

Date Agreed: October 24, 2007

Date Amended: March 6, 2008

Related Documents: Policies, 436, 435, 435R