



MEDICAL ALERT – MANAGING STUDENTS WITH ANAPHYLAXIS/MEDICAL CONDITIONS

Context

The Board of Education is committed to the well-being of students who may require emergency medical care while at school or during school-sanctioned events. Students who have been physician-diagnosed with anaphylaxis, a serious, potentially fatal allergic reaction and/or other medical emergency conditions require planned care and support as outlined in the BC Ministry of Education and Child Care in accordance with the Anaphylactic Protection Order (2022), the BC Anaphylactic and Child Safety Framework (Revised 2013), and the Canadian Society of Allergy and Clinical Immunology, "Anaphylaxis in Schools and Other Settings" (2024). Reported medical conditions may include:

- Epilepsy and/or Seizure Disorders (see related Admin Procedures)
- Anaphylactic and/or history of severe allergic response
- Severe Asthma – immediate medical treatment required
- Blood clotting disorders such as haemophilia 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 parents/guardians/student/family physician, school, and Medical Health Officer or designate

Guiding Principles

To support the safety, health and well-being of students who have been physician diagnosed with anaphylaxis and/or other serious medical condition(s), the Board believes caring for students is a shared responsibility of parents/guardians, school staff, students, and Public Health Nurses. The following procedures are **mandatory** to ensure students diagnosed with anaphylaxis and/or other serious medical condition(s) are provided with a safe, positive, and an equitable learning environment.

Procedures

The Parents/Guardians will:

- a) Annually complete and provide the school with the **mandatory** School District No. 23 Medical Alert Planning Form, or the BC Ministry of Education and Child Care Anaphylactic Student Emergency Procedure Plan and, if applicable, the School District No. 23 Request for Administration of Medication at School Form. These are required at the time of registration, the beginning of each school year, upon diagnosis, and at any time there is a change in the student's serious medical condition(s).

- b) Collaborate with the school administration, the Public Health Nurse and their child in the implementation of the School District No. 23 Medical Alert Planning Form, or the BC Ministry of Education and Child Care Anaphylactic Student Emergency Procedure Plan and the School District No. 23 Request for Administration of Medication at School Form during the school day and after-hours school-related activities.
- c) Ensure medication(s) is available at the school in the original labelled container and is replaced when it expires.
- d) Provide the necessary medical equipment and/or supplies to the school.
Such as:
 - Anaphylactic – Epinephrine auto-injector
 - Asthma – Inhaler
 - Appropriate measuring device (if applicable)

NOTE: Parents/guardians are to provide a second epinephrine auto-injector to be stored in a central, safe, unlocked location. **Non-prescription/generic epinephrine auto-injectors may NOT be used.**

- e) Remove medication(s) and any supporting documentation from school sites at the end of each school year.
- f) Encourage their child to wear medical identification.
- g) If the child will be using district transportation, provide information about the child's medical alert by completing the online transportation registration form.
- h) For students demonstrating a level of maturity, encourage their child to inform close friends of their diagnosis of anaphylaxis and/or other serious medical condition(s) and the location of their medication(s) at school.
- i) Be available, or arrange for a delegate, to always respond by phone or in person.

NOTE:

- In the case of secondary school students, the student may assume some of the parent's/guardian's role.
- Students may not update medical data if parents/guardians have registered conflicting information.
- It is recommended that students who demonstrate maturity regarding their anaphylaxis and/or serious medical condition(s) carry emergency supplies on their person:
 - Asthma - Inhaler
 - Anaphylactic – Epinephrine auto-injector
 - Appropriate measuring device (as appropriate)

The School Principal/Vice-Principal will:

- a) Ensure, at the start of each school year, all school staff either complete the **mandatory**, in-person, general anaphylaxis training or the online "Anaphylaxis in Schools: What Educators Need to Know."
- b) Collect the completed **mandatory** School District No. 23 Medical Alert Planning Form, or the BC Ministry of Education and Child Care Anaphylactic Student Emergency Procedure Plan and, if applicable, the School District No. 23 Request for Administration of Medication at School Form. This is required at the time of registration, the beginning of each school year, upon diagnosis, and at any time there is a change in the student's serious medical condition(s).
- c) Keep records of communication with parents/guardians requesting the School District No. 23 Medical Alert Planning Form, or the BC Ministry of Education and Child Care Anaphylactic Student Emergency Procedure Plan, and the School District No. 23 Request for Administration of Medication at School Form.

NOTE: After three attempts to obtain the **mandatory** School District No. 23 Medical Alert Planning Form, or the BC Ministry of Education and Child Care Anaphylactic Student Emergency Procedure Plan and the School District No. 23 Request for Administration of Medication at School Form from parents/guardians and the required forms are not returned, the parents/guardians must be notified that the Standard Procedure of Care will then be in place; for example, 911 will be called if there is a concern for the student's safety, health and well-being.

- d) Collaborate with the parents/guardians, the Public Health Nurse and the student in the implementation of the School District No. 23 Medical Alert Planning Form, or the BC Ministry of Education and Child Care Anaphylactic Student Emergency Procedure Plan and the School District No. 23 Request for Administration of Medication at School Form during the school day and after-hours school-related activities.
- e) Ensure any school (staff, teachers, coaches, supervisors, etc.) who are directly supervising the student are well versed regarding the **mandatory** School District No. 23 Medical Alert Planning Form, or the BC Ministry of Education and Child Care Anaphylactic Student Emergency Procedure Plan and the School District No. 23 Request for Administration of Medication at School Form.
- f) Provide information to all school staff so they are visually familiar with students diagnosed with anaphylaxis and/or other serious medical conditions. Display the student's Medical Alert Photo ID in an appropriate place, while ensuring confidentiality.
- g) Ensure school staff know the locations of the student's medication(s). It is recommended that students who demonstrate a level of maturity regarding their anaphylaxis and/or serious medical condition(s) carry medication(s) for immediate availability.
- h) Establish a recording system to notify parents/guardians when medication(s) is expired and needs replacing.

- i) Provide, on an annual basis, a copy of the School District No. 23 Medical Alert Planning Form or BC Ministry of Education and Child Care Anaphylactic Student Emergency Procedure Plan and, if applicable, the School District No. 23 Request for Administration of Medication at School Form for each student who is a registered rider to the Manager of Transportation by November 1st.
- j) Provide a safe, appropriate, and unlocked storage area for epinephrine auto-injectors and/or other equipment and medication(s), including provisions for school-authorized field studies. It is recommended that students who demonstrate a level of maturity regarding their serious medical condition carry medication(s) and supplies for immediate availability.

NOTE: For each student who requires assistance, an established medication administration process that includes a medication record must 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 the staff who assisted with medication.

- k) Assure that the **mandatory** School District No. 23 Medical Alert Planning Form, or the BC Ministry of Education and Child Care Anaphylactic Student Emergency Procedure Plan, and the School District No. 23 Request for Administration of Medication at School Form are stored in the student's file.
- l) Ensure the Anaphylaxis Poster is placed in visible locations in the school.
- m) Provide information for any Teachers Teaching on Call (TTOC) supervising a student(s) diagnosed with anaphylaxis and/or a serious medical condition(s).
- n) Collaborate with parents/guardians to maintain an allergy-safe environment.
- o) Communicate with parents/guardians if any changes to the school/classroom environment may create health concerns for a student diagnosed with anaphylaxis and/or a serious medical condition(s). This may include careful consideration in the school/classroom for life-threatening allergies.

Definitions

Standard Procedure of Care: Definition of Standard Procedure of Care from Canadian Public Health Association: *Standard of Care is only relevant when a Duty of Care is established. The Standard of Care speaks to what is reasonable in the circumstances.*)

Relevant Board Policy: 435, 435A, 435R, F436.1, F436.2

Developed by: District Principal - Inclusive Education Services

Date Agreed: October 29, 2024

Date Amended:

Related Documents: Quick Reference Guide for Students Who Have Medical Alerts/Anaphylaxis Conditions



Quick Reference Guide for Students Who Have Anaphylaxis/Medical Conditions

Central Okanagan Public Schools is committed to the well-being of students who may require emergency medical care at school or during school-sanctioned events. Students who have been physician-diagnosed with a serious medical condition(s) that are potentially life-threatening require planned care and support as outlined in the BC Ministry of Education & Childcare's [Anaphylaxis Protection Order](#) and the [BC Anaphylactic and Child Safety Framework](#).

Below is a quick summary of the *documentation* and pertinent information to ensure the health and well-being of all students with Medical Alerts/Anaphylaxis Conditions.

Supporting Documents:

- [SD23 Medical Alert Planning Form](#) or [Anaphylactic Student Emergency Procedure Plan](#)
- [Request for Administration of Medication at School Form](#) (if applicable)
- [Medical Alert/Anaphylaxis Communication Log & Demographics Form](#)
- [Medical Alert Photo ID](#)

- 1) Either the **SD23 Medical Alert Planning Form** or the BC Ministry of Education & Childcare's **Anaphylactic Student Emergency Procedure Plan** is **mandatory** for **ALL students (K - 12) diagnosed with Anaphylaxis**. Please provide families with the printed version of each document (they are NOT fillable). ***** Please note if families are choosing the Anaphylactic Student Emergency Procedure Plan, a Physician must be consulted, and their signature must be obtained.**

MEDICAL ALERT PLANNING FORM		PHOTO ID
School Year _____	School Attended _____	
B.C. Care Card # _____		
INFORMATION AND PLAN WHILE IN THE CARE OF THE SCHOOL		
Student Name: _____	Birth Date: (Y/M/D) _____	
Parent or Guardian: _____	Day Phone: _____	Cell Phone: _____
Emergency Contact Name: _____	Day Phone: _____	Cell Phone: _____
Physician: _____	Phone: _____	
Potential life threatening medical condition diagnosed as: _____		

OR

< ATTACH PICTURE OF STUDENT >

Anaphylactic Student Emergency Procedure Plan	
Parent/Guardian please complete	Physician please complete
Student's Name: _____	Physician's Name: _____
Date of Birth: _____ (Y/M/D)	Daytime Phone: _____ Fax: _____
Sex: ☐ Male ☐ Female	Allergen: (Do not include antibiotics or other drugs)
Parent/Guardian: _____	☐ Peanuts ☐ Nuts ☐ Dairy ☐ Other food
Daytime Phone: _____	☐ Insects ☐ Latex ☐ Other _____
Emergency Contact: _____	Symptoms:
Daytime Phone: _____	• Skin – hives, swelling, itching, warmth, redness, rash
Physician: _____	• Respiratory (breathing) – wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing
Daytime Phone: _____	• Gastrointestinal (stomach) – nausea, pain/cramps, vomiting, diarrhea
	• Cardiovascular (heart) – pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
	• Other: anxiety, feeling of 'impending doom', headache, uterine cramps in females
	Additional symptoms: _____
Emergency Protocol	Emergency Medication
• Administer single dose auto-injector and call 911	NOTE: Emergency medication must be a single-dose auto-injector for school setting. Oral antihistamines will not be administered by school personnel.
• Notify Parent/Guardian	Name of emergency medication: _____
• Administer second auto-injector as early as 5 minutes after the first dose is given, if symptoms do not improve or if symptoms recur	Dosage: _____
• Have ambulance transport student to hospital	
	Physician Signature _____ Date (Y/M/D) _____

2) **If** a student will be receiving a medical intervention at school, parents/guardians must complete the Request for Administration of Medication at School Form. **Please provide a printed copy of this form, as it is not fillable.

REQUEST FOR ADMINISTRATION
OF MEDICATION AT SCHOOL FORM

A. TO BE COMPLETED BY PARENT OR GUARDIAN		
Name	Birthdate (Year, Month, Day)	
Parent or Guardian	Home Phone	Business Phone
Physician	Phone	
B. ATTACH A DUPLICATE PHARMACY LABEL OF PRESCRIBED MEDICATION OR REQUEST THAT THE PRESCRIBING PHYSICIAN COMPLETE THE FOLLOWING:		
Conditions Which Make Medication Necessary		
Name of Medication	Dosage	Directions for Use
1.		
2.		
3.		

3) **All** school personnel **must** attend the **annual, mandatory " General Anaphylaxis Training"**. Administrators can determine if training will be provided in person by the school's Public Health Nurse or online. Training may also be requested for school district employees such as custodians, noon-hour supervisors, etc. all staff who directly support students diagnosed with Anaphylaxis.

Option A: Contact the Public Health Nurse assigned to your school to arrange in-person training. [List of Public Health Nurses in SD 23](#)

Option B: Contact the Public Health Nurse assigned to your school to arrange the online training, **"Anaphylaxis in Schools: Online Module for School Personnel"**.

4) Schools must complete a Medical Alert/Anaphylaxis Communication Log & Demographics Form regarding communication with families and collecting the required documentation.



COMMUNICATION LOG
BETWEEN SCHOOL AND PARENTS/GUARDIANS OF STUDENTS DIAGNOSED WITH A MEDICAL ALERT/ANAPHYLAXIS
DEMOGRAPHICS

STUDENT NAME (PRINT)	
PEN #	
GRADE	
SCHOOL	
DATE OF BIRTH (DMY)	

5) Schools must ensure that school personnel are visually familiar with students diagnosed with Medical Alerts/Anaphylaxis. Utilization of the Medical Alert Photo ID is required.

6) Schools must provide a copy of the Anaphylactic Student Emergency Procedure Plan or Medical Alert Planning Form for each student who is a registered bus rider **to the Manager of Transportation**. Please ensure that a Physician has been consulted and their signature has been obtained.

For more information, please go to [Anaphylaxis - BC Ministry of Education & Childcare](#) or at Interior Health [Medical Conditions at School](#) (please scroll down midway on the page)