



EDUCATION COMMITTEE AGENDA

Tuesday, December 17, 2019, 2:00 p.m.

Sechelt Learning Centre - Sechelt, BC

5538 Shorncliffe Ave,

Sechelt, BC

Pages

1. Call to Order
2. Early Years (1.b.)
3. Physical Health (1.g.)
4. International Student Program (3.g.)
5. Regulations for Review:
 - a. Reg. 3220 - Student Health (Previous title) 1
(New titles: Reg. 3220 - Medical Alerts and Reg. 3125 - Immunization)
6. Adjourn

ADMINISTRATIVE REGULATIONS

TITLE: MEDICAL ALERTS
 CATEGORY: HEALTH AND SAFETY
 NUMBER: 3220

I. Rationale:

The Board of Education of School District No. 46 (Sunshine Coast) believes it has a responsibility to provide a safe environment for children who have medical alerts. While it is recognized that it is not possible to reduce the risk to zero, it is the intent of this policy to minimize any risk and to allow the child to attend school with confidence.

II. Definitions:

A. **“Medical Alert Condition”**: a physician diagnosed, potentially life threatening condition such as:

1. Diabetes,
2. Epilepsy/Seizures,
3. Anaphylaxis (history of a severe allergic response which requires planned support inside as well as outside the school environment),
4. Severe Asthma (history of episodes requiring immediate medical treatment or a history of requiring immediate medication administration to avert an emergency),
5. Blood clotting disorders such as hemophilia that require immediate medical care in the event of injury,
6. Serious health conditions,
7. Other conditions that may require emergency care as determined in consultation with parents/student/family physician, school and Medical Health Officer or designate.

III. Practices:

A. A red medical binder will be used in each school to maintain a current record of student medical alerts and urgent student medical conditions. This binder will be held in a private but accessible area, on a needs basis to all staff in the main office of the school. The binder will consist of three sections.

1. The *Medical Alert* section will include for each designated student:
 - a) A completed Emergency Action Plan Form, including a picture of the

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student.

2. The *Administration of Medication* section will include:
 - a) A copy of the first newsletter (see section B.1) explaining the necessity of the “Emergency Action Plan” and the “Request for Administration of Medication” forms.
3. The *Medication Log* section will include:
 - a) An accurate medication log to be completed following each and every administration.

Each section will be preceded by an alphabetic index of student names. Subsequent information will be arranged alphabetically by student name after the index.

- B. At the beginning of each school year, the school will:
 1. Include an article in the first newsletter explaining the necessity of the Emergency Action Plan and the Request for Administration of Medication.
 2. Send out to the parents/guardians of each student, an Emergency Action Plan, to be completed and signed by parents/guardians if their child has a medical condition diagnosed by a physician that may require precautionary treatment at school.
- C. School personnel will review the Emergency Action Plan and notify the public health nurse of any medical alerts (i.e. potentially life threatening conditions) and when support for care planning and education is required.
- D. Any medical condition reported as a “mild allergy or reaction to” any substance that a child is likely to have exposure to at school shall be treated as a medical alert.
- E. If the Emergency Action Plan indicates the necessity of the administration of medication, the school shall ask the parent to complete a “Request for Administration of Medication” form and return in to the office.
- F. The public health nurse will, upon request, assist school personnel and parents in reviewing the information and developing care plans. The public health nurse is available for consultation regarding plans, procedure and training.

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- G. The school Principal (or designate) will then ensure that the information is inserted in the red medical binder, a red dot is applied to the student's Permanent Student Record card, and a notation is made in the inclusion section of the Permanent School Record card.
- H. The school Principal (or designate) will inform the school staff of the students who have medical alerts and draw their attention to the red medical binder in the main office.
- I. Teachers-on-Call and substitute Education Assistants will be informed of the medical alerts of students in their classes.
- J. The school bus company or any personnel transporting students shall be provided with medical alert information as well as medical alert training provided by Public Health Nurses.

FORMS USED:

- Request for Administration of Medication
- Emergency Action Plans

Received:

References: Board Policy 1.3

ADMINISTRATIVE REGULATIONS

TITLE: ~~STUDENT HEALTH~~ MEDICAL ALERTS
 CATEGORY: HEALTH AND SAFETY
 NUMBER: 3220

I. Rationale:

The Board of Education of School District No. 46 (Sunshine Coast) believes it has a responsibility to provide a safe environment for children who have medical alerts. ~~The goal of the administrative regulation is to provide a safe environment for children with medical alerts.~~ While it is recognized that it is not possible to reduce the risk to zero, it is the intent of this policy to minimize ~~the any~~ risk and to allow the child to attend school with ~~relative~~ confidence.

II. Definitions:

~~A Medical Alert Condition - a physician diagnosed, potentially life threatening condition such as:~~

A. "Medical Alert Condition": a physician diagnosed, potentially life threatening condition such as:

- ~~a)1.~~ 1. Diabetes.
- ~~b)2.~~ 2. Epilepsy/Seizures.
- ~~c)3.~~ 3. Anaphylaxis (history of a severe allergic response which requires planned support inside as well as outside the school environment).
- ~~d)4.~~ 4. Severe Asthma (history of episodes requiring immediate medical treatment or a history of requiring immediate medication administration to avert an emergency).
- ~~e)5.~~ 5. Blood clotting disorders such as hemophilia that require immediate medical care in the event of injury.
- ~~f)6.~~ 6. Serious health conditions.
- ~~g)7.~~ 7. Other conditions that may require emergency care as determined in consultation with parents/student/family physician, school and Medical Health Officer or designate.

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TITLE: STUDENT HEALTH MEDICAL ALERTS
CATEGORY: HEALTH AND SAFETY
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~~III. A) Practices:~~

A red medical binder will be used in each school to maintain a current record of student medical alerts and urgent student medical conditions. This binder will be held in a private but accessible area, on a needs basis to all staff in the main office of the school. The binder will consist of three sections:-

- ~~1. The Medical Alert section will include for each designated student:~~

~~A.~~

- ~~1. The Medical Alert section will include for each designated student:~~

- ~~a) A completed Emergency Action Plan Form, including a picture of the student.~~

- ~~2. The Administration of Medication section will include:~~

- ~~2. a copy of the first newsletter explaining the necessity of the "Emergency Action Plan" and the "Request for Administration of Medication" forms.~~

- ~~a) A copy of the first newsletter (see section B.1) explaining the necessity of the "Emergency Action Plan" and the "Request for Administration of Medication" forms.~~

~~The~~

- ~~3. Medication Log section will include:~~

- ~~a) An accurate medication log will to be completed following each and every administration. Medication Logs~~

- ~~3.~~

- ~~An accurate medication log will be completed following each and every~~

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Each section will be preceded by an alphabetic index of student names. Subsequent information will be arranged alphabetically by student name after the index.

- B. At the beginning of each school year, the school will:
1. Include an article in the first newsletter explaining the necessity of the Emergency Action Plan and the Request for Administration of Medication.
 2. Send out to the parents/guardians of each student, an Emergency Action Plan, to be completed and signed by parents/guardians if their child has a medical condition diagnosed by a physician that may require precautionary treatment at school.
- C. School personnel will review the Emergency Action Plan and notify the public health nurse of any medical alerts (i.e. potentially life threatening conditions) and when support for care planning and education is required.
- D. Any medical condition reported as a “mild allergy or reaction to” any substance that a child is likely to have exposure to at school shall be treated as a medical alert.
- E. If the Emergency Action Plan indicates the necessity of the administration of medication, the school shall ask the parent to complete a “Request for Administration of Medication” form and return in to the office.
- F. The public health nurse will, upon request, will assist school personnel and parents in reviewing the information and developing care plans. The public health nurse is available for consultation regarding plans, procedure and training.
- G. The school Principal (or designate) will then ensure that the information is inserted in the red medical binder, a red dot is applied to the student’s Permanent Student Record card, and a notation is made in the inclusion section of the Permanent School Record card.
- H. The school Principal (or designate) will inform the school staff of the students who have medical alerts and draw their attention to the red medical binder in the main office.
- I. Teachers-on-Call and substitute Education Assistants will be informed of the medical

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alerts of students in their classes.

J. The school bus company or any personnel transporting students ~~should~~ shall be provided with medical alert information as well as medical alert training provided by Public Health Nurses.

FORMS USED:

- Request for Administration of Medication
- Emergency Action Plans

Received:

References: Board Policy 1.3

ADMINISTRATIVE REGULATIONS

TITLE: IMMUNIZATION
 CATEGORY: HEALTH AND SAFETY
 NUMBER: 3125

I. Rationale:

Effective July 1, 2019, the Government of British Columbia's *Vaccine Status Reporting Regulation* requires complete immunization records for each school-age child. This means every student from Kindergarten to Grade 12 in public and independent schools, or who is home-schooled, is required to have up-to-date vaccination records. These records are kept in the Provincial Immunization Registry. A review of immunization records will begin in late August. Parents or guardians of children whose records are incomplete will be contacted by public health with instructions on how to proceed. Information on the *Vaccine Status Reporting Regulation* can be found at ImmunizeBC (<https://immunizebc.ca/>), and HealthLinkBC (<https://www.healthlinkbc.ca/>).

II. Definitions:

School District 46 (Sunshine Coast) supports our partner, Vancouver Coastal Health by encouraging immunization administration in our schools. On the Sunshine Coast, effort will be made prior to the immunizations date to obtain parental representative consent for all school based immunization programs. Immunization will occur only with parental consent at elementary schools. In accordance with the *Infant Act*, administration of immunization at the secondary schools will occur with either parental consent or, if the parent cannot be contacted, by consent of the Mature Minor.

III. Practices:

School's Role:

Staff assists with the collection of immunization records and signed consents. Specifically, the school staff:

1. Provides public health with student directory and homeroom/class lists as requested,
2. Returns completed consent forms to the public health nurse,
3. Facilitates the delivery of quality immunization services in the school setting,
4. Assists public health to advertise vaccination and school clinics by posting or distributing important immunization information (i.e. posters, school newsletter, website, etc.),

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5. Avoids booking other activities (i.e. field trips or sports days) at the same time as pre-scheduled immunization clinics,
6. Provides appropriate space for safe immunization including a waiting area for students to remain 15 minutes following immunization,
7. Fosters a positive attitude in the classroom about keeping healthy through immunization and dispels unreasonable fear of needles,
8. Directs all immunization questions to the public health nurse.

Public Health's Role:

1. Requests vaccination information from parents and assesses the need for further vaccines according to established immunization schedules,
2. Reviews students' immunization records and contacts students who require catch-up vaccines to ensure students have the best protection and the right doses for their age,
3. Responds to questions about immunizations for parents, students and school staff,
4. Schedules kindergarten, grade 6 and grade 9 clinics in the school setting,
5. Notifies parents of clinic dates through school correspondence,
6. Sends individual student consent form home for parent to sign and return.

Parents' Role

1. Returns all school Immunization Consent forms by the deadline indicated on the form.
2. Submits their child's immunization history when requested by public health in one of the following ways:
 - Dropping the record off at their child's school (Front office)
Student Immunization (Vaccination) Information for School
 - Self-reporting online: www.vch.ca/self-report-child-immunizations

A reminder about immunization records: Parents are reminded to always keep a copy of all the vaccines their child has received so that the information can be provided when needed. Throughout school-aged years parents will be asked to submit their child's

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immunization record to their school, daycare facilities, post-secondary institutions, sport facilities etc.

Received:

References:

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III. Practices:

School's Role:

~~Staff Assists~~ assists with the collection of immunization records and signed consents.
Specifically, the school staff:

1. Provides public health with student directory and homeroom/class lists as requested,

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- 2. Returns completed consent forms to the public health nurse.
- 2.3. ~~Facilitates the delivery of quality immunization services in the school setting.~~
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- 3.4. Assists public health to advertise vaccination and school clinics by posting or distributing important immunization information (i.e. posters, school newsletter, website, etc.).
- 4.5. Avoids booking other activities (i.e. field trips or sports days) at the same time as pre-scheduled immunization clinics.
- 5.6. Provides appropriate space for safe immunization including a waiting area for students to remain 15 minutes following immunization.
- 6.7. Fosters a positive attitude in the classroom about keeping healthy through immunization and dispels unreasonable fear of needles.
- 7.8. Directs all immunization questions to the public health nurse.

Public Health's Role:

- 1. Requests vaccination information from parents and assesses the need for further vaccines according to established immunization schedules.
- 2. Reviews students' immunization records and contacts students who require catch-up vaccines to ensure students have the best protection and the right doses for their age.
- 3. Answer Responds to questions about immunizations for parents, students and school staff.
- 4. Schedules kindergarten, grade 6 and grade 9 clinics in the school setting.
- 5. Notifies parents of clinic dates through school correspondence.
- 6. Sends individual student consent form home for parent to sign and return.


Parents' Role

- 1. Returns all school Immunization Consent forms by the deadline indicated on the form.

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2. Submits your/their child's immunization history when requested by public health in one of the following ways:

- Dropping the record off at your/their child's school (Front office)
 [Student Immunization \(Vaccination\) Information for School](#)
- Self-reporting online: www.vch.ca/self-report-child-immunizations

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Throughout school-aged years parents will be asked to submit their child's immunization record to their school, daycare facilities, post-secondary institutions, sport facilities etc.

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