

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 student.
2. The *Administration of Medication* section will include:

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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.

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.

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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: March 2020

References: Board Policy 1.3