

# ADMINISTRATIVE GUIDELINES FOR MANAGING STUDENTS WITH MEDICAL ALERT CONDITIONS

School District No. 73 (Kamloops/Thompson)



## BACKGROUND

There are students in school who may require emergency health care interventions by school staff. These students are commonly referred to as students with a Medical Alert Condition. These conditions are those that are physician diagnosed, potentially life threatening and include:

- Diabetes
- Epilepsy/Seizure Disorders
- Anaphylaxis (history of a severe allergic response which requires planned care and support inside as well as outside the school environment, e.g. field trips)
- Severe Asthma (history of episodes requiring immediate medical treatment or a history of requiring immediate medication administration to avert an emergency).
- 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 parent/student/family physician, school and Medical Health officer or designate.

These guidelines outline the responsibility, roles and process whereby any medical emergencies that occur during school hours may be handled in an optimal manner.

## TARGET POPULATION

Students with a Medical Alert Condition.

## PRINCIPLES

Using the comprehensive school health model, the responsibility for the safety, health and well being of students is a joint responsibility of the school health team, namely school staff, public health nurses and the parents. However, each team member has different roles.

**The Principal has paramount responsibility for ensuring the safety, health and well being of students during school hours. Students with life threatening medical conditions will be reasonably accommodated in accordance with Board Policy.**

The Public Health Nurse will provide consultation during school hours to school staff and/or parents, on any of the Medical Alert Conditions and their management, including the development of care plans and training of school personnel.

The Parent/Guardian provides the school with timely information re the student's condition, care and any medication required. The Parent/Guardian works with the school health team to develop an appropriate care plan and train designated school personnel.

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## OBLIGATIONS OF EACH TEAM MEMBER

### 1. The School (Principal or delegate) will:

- a) Collect demographic and health information about students with Medical Alert Conditions at time of registration.
- b) Give parents a "Medical Alert Planning" form, and "Request for Medication Administration" form if necessary, with instructions for completion and return of form(s) to school. The parent/guardian will also be provided with a copy of these guidelines to assist them in understanding their own, and other, school health team members' responsibilities.
- c) Consult with public health nurse, if necessary, for clarification of which conditions may need Medical Alert procedures.
- d) 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. This training may be conducted by:
  - I) Parents/older student
  - II) Parents/student with assistance of public health nurse
  - III) Public health nurse where parent/student unable to train or where training for a number of students is needed, e.g. use of Epipens.
- e) Ensure all staff are aware of Medical Alert students twice a year and where the plans/medication forms for these students are stored.
- f) Ensure that a safe and appropriate storage area for medication is provided. It is recognized that the medication may at times have to be immediately available, e.g. on field trips.
- g) Ensure plans are reviewed and updated annually or on parent/guardian notification of changes in the child's condition.

### 2. The Public Health Nurse will:

- a) Meet with the Principal 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.
- b) Refer new families/students with Medical Alert conditions to the school before the beginning of the school year when child is previously known to public health.
- c) On request, advise the Principal/designated alternate school staff on which students actually have Medical Alert Conditions based on parent/guardian information given at the time of registration. This may involve additional clarification by the PHN with the parent/guardian or student's physician.
- d) Work jointly with school staff and parent/guardian to finalize the care plan if necessary and develop a training plan for appropriate school staff as per Section 1.d).
- e) Provide general information of Medical Alert Conditions to school staff, parents/guardians and students as required, including safety options, e.g. Medical Alert bracelets.
- f) Provide guidance and consultation to school staff, parents and students, regarding simulated incident and emergency response training for Medical Alert conditions, as required.

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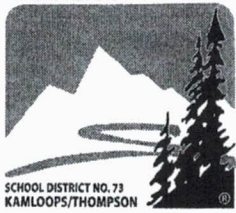
### 3. The Parents/Guardian will:

- 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) Complete the "Medical Alert Planning" form and the "Request for Medication Administration in School" form, if the latter is required. 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 as soon as possible.
- c) Work with school staff and public health nurse to ensure designated school staff are trained to assist the student should an emergency occur. Options include:
  - I) Parent/older student may provide the training.
  - II) Parent/older student may provide the training with the assistance of the Public Health Nurse.
  - III) Public Health Nurse may train.
- d) Check the care plan annually at the beginning of the school year, or if medical condition changes throughout the school year.
- e) Complete a new "Request for Medication Administration in the School" form annually prior to school opening in September if medication is or may be needed by the student during school hours. Remember, this requires a physician's signature so advance planning can save extra appointments.
- f) Ensure medication is available at the school in the **original labelled container** and is not outdated/expired. Remove medication from the school at the end of the school year.

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**Footnote:** Other related policies:

- 1. Allergies and Life Threatening Allergies in Schools, Ref No. 215, September 11, 2001.
- 2. Medication Policy, Ref No. 214, May 5, 1997.



# MEDICAL ALERT PLANNING FORM INFORMATION AND PLAN WHILE IN THE CARE OF THE SCHOOL

School District No. 73 (Kamloops/Thompson)



Fill out page 1 for all conditions except **anaphylaxis**, fill out page 2 if child is anaphylactic.

For School Year

MSP# \_\_\_\_\_

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
(Y / M / D)

Parent or Guardian \_\_\_\_\_ Home Phone: \_\_\_\_\_ Bus Phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_



Potentially life threatening medical condition diagnosed as: \_\_\_\_\_

1. New Condition:  Yes  No Date condition identified: \_\_\_\_\_

2. Describe the potential problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PLAN WHILE IN THE CARE OF THE SCHOOL:

To be updated annually and when the child's condition changes. The plan is updated by the student/parent, in consultation with the family physician and reviewed with principal in consultation with the public health nurse as needed.

• Symptoms to watch for are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Preventative measures: \_\_\_\_\_  
\_\_\_\_\_

Medication needed:  Yes  No Name of medication: \_\_\_\_\_  
(If yes "Request for Administration of Medication at School" form Parts A, B, & C must be completed and provided to the school).

**\*Emergency Plan** school staff need to follow (step by step):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

**INFORMATION REVIEW by parent/guardian:**  
(Review minimum annually)

1. \_\_\_\_\_  
Sign & Date
2. \_\_\_\_\_  
Sign & Date
3. \_\_\_\_\_  
Sign & Date
4. \_\_\_\_\_  
Sign & Date

**TRAINING REVIEW:**  
(Review minimum annually)

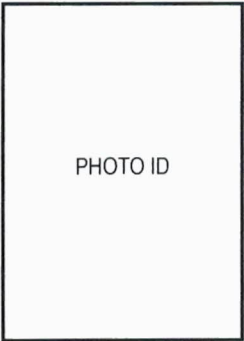
1. \_\_\_\_\_  
Sign & Date
2. \_\_\_\_\_  
Sign & Date
3. \_\_\_\_\_  
Sign & Date
4. \_\_\_\_\_  
Sign & Date

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**ADMINISTRATIVE GUIDELINES FOR MANAGING STUDENTS WITH MEDICAL ALERT CONDITIONS**  
School District No. 73 (Kamloops/Thompson) and Interior Health (Public Health)

Revised February 2018

School District No. 73 (Kamloops/Thompson)  
**ANAPHYLACTIC STUDENT EMERGENCY PROCEDURE PLAN**



MSP#: \_\_\_\_\_

**Anaphylactic Student Emergency Procedure Plan**

**Parent/Guardian please complete**

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
(Y/M/D)

Sex:     Male     Female

Parent/Guardian: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Physician: \_\_\_\_\_

Physician Phone: \_\_\_\_\_

**Physician please complete**

Physician's Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Allergen: (Do not include antibiotics or other drugs)

Peanuts     Nuts     Dairy     Other food \_\_\_\_\_

Insects     Latex     Other \_\_\_\_\_

Symptoms:

- Skin - hives, swelling, itching, warmth, redness, rash
- 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
- Gastrointestinal (stomach): nausea, pain/cramps, vomiting, diarrhea, dizzy/light headed, shock
- Other: anxiety, feeling of "impending doom", headache, uterine cramps in females

Additional symptoms: \_\_\_\_\_

|  |  |
|--|--|
| <p><b>Emergency Protocol</b></p> <ul style="list-style-type: none"> <li>• Administer <u>single dose, single-use auto-injector</u></li> <li>• Call 911</li> <li>• Notify Parent-Guardian</li> <li>• Administer second single-dose single-use auto-injector in 10 to 15 minutes, or sooner, if symptoms do not improve or if symptoms recur</li> <li>• Have ambulance transport student to hospital</li> </ul> | <p><b>Emergency Medication</b></p> <p><b>NOTE: Emergency medication must be a single-dose single-use auto-injector for school setting. Oral antihistamines will not be administered by school personnel.</b></p> <p>Name of emergency medication: <u>  Epipen  </u></p> <p>Dosage: <u>  0.3 mg  </u></p> |
| <p>_____<br/>Physician Signature</p>   | <p>_____<br/>Date (Y/M/D)</p>  |

**Anaphylactic Student Emergency Procedure Plan**

**Parent/Guardian please complete**

Discussed and reviewed Anaphylaxis Responsibility Checklist with principal?.....  Yes     No

Two single-dose single-use auto-injectors provided to schools? .....  Yes     No

Student aware of how to administer? .....  Yes     No

Auto-injector locations: \_\_\_\_\_

Your child's personal information is collected under the authority of the School Act and the Freedom of Information and Protection of Privacy Act. The Board of Education may use your child's personal information for the purposes of:

- Health, safety, treatment and protection
- Emergency care and response

If you have any questions about the collection of your child's personal information, please contact the school principal directly. By signing this form, you give your consent to the Board of Education to disclose your child's personal information to school staff and persons reasonably expected to have supervisory responsibility of school-age students and preschool age children participating in early learning programs (as outlined in the BC Anaphylactic and Child Safety Framework 2007) for the above purposes. This consent is valid and in effect until it is revoked in writing by you.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date (Y/M/D)

**SD No 73**

# **Responsibility Checklists**

**December 2007**

## Elementary School - Anaphylaxis Responsibility Checklists

**Principal:** Use this checklist and the Student Emergency Procedure Plan (SEPP) to develop an Anaphylaxis Action Plan (AAP) for each anaphylactic student. Check the boxes when items are completed.

### Principal's Responsibilities

- Be aware of School District \_\_\_'s Anaphylaxis Policy and your responsibilities for keeping students with anaphylactic allergies safe while at school and while participating in school-related activities. Please share this form with all appropriate staff.
- Inform the parent of SD\_\_\_ Anaphylaxis Policy and intent to provide a safe environment for students with life threatening allergies.
- Request parent pick up and complete SEPP.
- Set up a time to meet with the parent, teacher and public health nurse to review the SEPP and complete an AAP.
- Acquire information on ambulance response time to their particular school.

Develop the Anaphylaxis Action Plan (AAP):

- Review responsibilities of the parent, student, teacher, principal and public health nurse in developing and implementing the plan.
- Request parent to ensure student wears a Medical Alert bracelet or necklace.
- Encourage parent to return completed SEPP and provide two current single dose, single-use auto-injectors.
- Determine when the AAP should be reviewed and write this date on the SEPP.
- For students with food allergies, determine if a "Child in Classroom with Anaphylaxis" letter should be sent to other classroom parents informing them of a student in the class with anaphylaxis. These letters should be sent out as early as possible in the school year.
- Request parent's permission to use student's picture on the SEPP.
- Obtain signatures from parent, student (optional), teacher and principal on the AAP.
- Provide everyone with a signed copy of the AAP.
- Consult with the Public Health Nurse as needed.

Inform involved school staff:

- Activate the student's computer record "MEDI" screen, which indicates the student has a life-threatening health condition.
- Provide a safe unlocked storage area for single dose, single-use auto-injectors.
- Inform staff and public health nurse of the location of single dose, single-use auto-injectors, and the SEPP.

- Place a copy of the SEPP in appropriate classrooms, staff room and central designated areas (consult the parent/guardian before posting the child's plan – it should be kept in areas which are accessible to staff, while respecting the privacy of the child – e.g. staff room, lunch room or cafeteria. Older children are often more reluctant to have their plan posted in the classroom where it is visible to all).
- Provide a copy of the SEPP to teacher and involved school staff.
- Inform involved staff of their responsibilities for student safety in the classroom, on school grounds and during field trips/co-curricular/extra-curricular activities.

Request assistance from Public Health Nurse to:

- Review the completed SEPP and use of single dose, single-use auto-injectors.
- Provide allergen avoidance and anaphylaxis management education including a demonstration on the use of single dose, single-use auto-injectors to school staff and persons reasonably expected to have supervisory responsibility of school-age students (e.g. food service staff, volunteers, bus drivers, custodians). The entire student population should be educated on the seriousness of anaphylaxis and be taught how to help their peers (also include that bullying and teasing students at risk of anaphylaxis is unacceptable).
- Assist with development of an “allergy safe” classroom.
- Assist with “allergy awareness” education of classmates.

## Teacher/Staff/Supervising Adult Responsibilities

- Be familiar with the names of, and be able to recognize, anaphylactic students in your class and school. Be familiar with the student's SEPP, emergency treatment and location of single dose, single-use auto-injectors.
- Inform teacher on-call of student with anaphylaxis, emergency treatment and location of single dose, single-use auto-injectors.
- Create a positive and helpful attitude toward student with anaphylaxis.
- In consultation with parent/student/public health nurse, provide students with age-appropriate "allergy awareness" education.

### For student with food allergies:

- In consultation with the public health nurse, develop an "allergy safe" classroom for student with food allergies.
- Encourage students TO NOT share food, drinks or utensils.
- Encourage a non-isolating eating environment for student with food allergy (student should eat in classroom with classmates).
- Encourage all students to wash their hands before and after meals/snacks with soap and running water.
- Encourage the washing of desks after meals/snacks with soapy water.
- Do not use foods in crafts (*e.g. some tempera paints may contain egg, peanut butter feeders. See School Activities and Food Allergens Resource Document for more examples*).

### On field trips/co-curricular/extra-curricular activities:

- Take a copy of the SEPP.
- Take back-up single dose, single-use auto-injectors and ensure anaphylactic students are also carrying their single dose, single-use auto-injector with them (if they have demonstrated maturity to do so, as defined by their parent).
- Take a cellular phone.
- Be aware of anaphylaxis exposure risk (food and insect allergies).
- Inform supervising adults of student with anaphylaxis and emergency treatment.
- Request supervising adults to sit near student in vehicle (or bus).

## Student Responsibilities

- Be aware of risks for anaphylactic reactions and take responsibility to avoid these.
- Know the signs and symptoms of anaphylaxis.
- Let an adult know if you think you might be having an anaphylactic reaction.
- If you carry a single dose, single-use auto-injector, keep it with you at all times (students should be encouraged to carry their own single dose, single-use auto-injector when age appropriate).
- Wear a Medical Alert bracelet or necklace at all times.
- Tell friends about your allergy and be sure they know where your single dose, single-use auto-injector is kept.
- If you have food allergies
  - Eat only food and drinks brought from home.
  - Do not share utensils, cups or straws.
  - Do not share lipsticks or lip moisturizers.
  - Review your school's avoidance strategies document.

## Parent Responsibilities

- Inform school staff and classroom teacher of your child's allergy.
- Ensure your child is aware of his/her allergy.
- Inform your child of his/her allergy and ways to avoid anaphylactic reactions.
- Ensure your child is aware of signs and symptoms of an anaphylactic reaction.
- Encourage your child to tell an adult if he/she is having an allergic reaction.
- Complete the SEPP and return it to the principal. Set up a time to meet with designated school staff to develop the AAP.
- In conjunction with your physician, complete the SEPP.
- In consultation with principal, teacher and public health nurse, develop a plan (AAP) to keep your child safe from anaphylactic reactions while in school.
- Provide two current single dose, single-use auto-injectors for school use. Consult with the teacher/principal to determine where the primary and back-up single dose, single-use auto-injectors will be located.
- Inform school staff of your child's ability to carry his/her single dose, single-use auto-injector on his/her person (if they have demonstrated maturity).
- If your child is not able to carry his/her single dose, single-use auto-injector on his/her person, in consultation with teacher/principal, determine where the primary single dose, single-use auto-injector should be located.
- Provide consent which allows school staff to use a single dose, single-use auto-injector when they consider it necessary in an allergic emergency.
- Ensure your child knows where his/her single dose, single-use auto-injector is kept.
- Teach your child to administer his/her own single dose, single-use auto-injector.
- Ensure your child wears a Medical Alert bracelet or necklace.
- In consultation with classroom teacher and public health nurse determine your role in providing "allergy awareness" education for classmates.
- Notify the principal if there is a change in your child's allergy condition or treatment.

If your child has a food allergy:

- Ensure your child knows to only eat food and drinks brought from home.
- Provide the school with non-perishable foods (in case child's lunch is forgotten at home) and safe snacks for special occasions.
- Be informed of strategies in place for developing an "allergy safe" classroom.
- Should communicate with school staff about field trip arrangements.
- Should meet with food service staff to inquire about allergen management policies and menu items, if their child is to eat foods prepared at school.

If your child has a dual diagnosis of anaphylaxis and asthma, ensure they are educated to:

- Learn the importance of keeping their asthma under control.
- Always carry their asthma medication.
- If they are unclear as to whether they are experiencing an anaphylactic reaction or an asthma attack, the single dose, single-use auto-injector should be used first.

## Secondary School - Anaphylaxis Responsibility Checklists

**Principal:** Use this checklist and the Student Emergency Procedure Plan (SEPP) to develop an Anaphylaxis Action Plan (AAP) for each anaphylactic student. Check the boxes when items are completed.

### Principal's Responsibilities

- Be aware of School District \_\_\_\_'s Anaphylaxis Policy and your responsibilities for keeping students with anaphylactic allergies safe while at school and while participating in school-related activities. Please share this form with all appropriate staff.
- Inform the parent and student of SD \_\_\_\_ Anaphylaxis Policy and intent to provide a safe environment for students with life threatening allergies.
- Request parent pick up and complete SEPP.
- Set up a time to meet with the parent, student, teacher and public health nurse to review the SEPP and complete an AAP.
- Acquire information on ambulance response time to their particular school.

Develop the AAP:

- Review responsibilities of the parent, student, teacher, principal and public health nurse in developing and implementing the plan.
- Request the student wear a Medical Alert bracelet or necklace.
- Request parent to return completed SEPP and provide current single dose, single-use auto-injectors. *Best practice suggests that students should carry their own auto-injector, and that the parents should provide an additional back-up auto-injector in a central, accessible and safe location.*
- Discuss with the parent/student the importance of the student keeping his/her single dose, single-use auto-injector close at all times. Ensure student knows NOT to keep the single dose, single-use auto-injector in his/her locker.
- Determine when the AAP should be reviewed and write this date on the SEPP.
- Request the parent's/student's permission to use the student's picture on the SEPP.
- Obtain signatures from parent, student, teacher and principal on the AAP.
- Provide everyone with a signed copy of the AAP.
- Consult with the Public Health Nurse as needed.

Inform involved school staff:

- Activate the student's computer record "MEDI" screen, which indicates the student has a life-threatening health condition.

- Provide a safe unlocked storage area for the student's back-up single dose, single-use auto-injectors.
- Inform staff and public health nurse of the location of single dose, single-use auto-injectors and the SEPP.
- Provide a copy of the SEPP to school staff.
- Inform staff of their responsibilities for student safety in classrooms, on school grounds and during field trips/co-curricular/extra-curricular activities.

Request assistance from Public Health Nurse to:

- Review the completed SEPP and use of single dose, single-use auto-injectors.
- Provide allergen avoidance and anaphylaxis management education including a demonstration on the use of single dose, single-use auto-injectors to school staff and persons reasonably expected to have supervisory responsibility of school-age students (e.g. food service staff, volunteers, bus drivers, custodians). The entire student population should be educated on the seriousness of anaphylaxis and be taught how to help their peers (also include that bullying and teasing students at risk of anaphylaxis is unacceptable).
- Provide anaphylaxis management education including a demonstration on the use of single dose, single-use auto-injectors to the student's friends.

### **Teacher/Staff/Coach/Supervising Adult Responsibilities**

- Be familiar with the names of, and be able to recognize, anaphylactic students in your class and school. Be familiar with the student's SEPP, emergency treatment and location of single dose, single-use auto-injectors.
- Inform teacher on-call of student with anaphylaxis, emergency treatment and location of single dose, single-use auto-injectors.
- Create a positive and helpful attitude toward student with anaphylaxis.

#### **On field trips/co-curricular/extra-curricular activities:**

- Be aware of student's allergy, emergency treatment and location of the student's single dose, single-use auto-injector.
- Take back-up single dose, single-use auto-injectors.
- Encourage supervising adults to be aware of student's allergy and emergency treatment.
- Take a cellular phone on all field trips/co-curricular/extra-curricular activities.
- Ensure volunteer supervisors on field trips have anaphylaxis awareness and emergency training when identified anaphylactic students are participating on such field trips.
- Identify nearest medical facilities

## Student Responsibilities

- Inform your teachers, coaches, supervising adults and friends of your allergy, emergency treatment and location of your Single dose, single-use auto-injector.
- Keep your single dose, single-use auto-injector with you at all times, **NOT** in your locker.
- Take your single dose, single-use auto-injector with you, and ensure your back-up auto-injectors are taken, on field trips.
- Be aware of anaphylactic exposure risk at school and on fieldtrips and take measures to prevent anaphylaxis.
- Wear a Medical Alert bracelet or necklace at all times.
- Know the signs and symptoms of an anaphylactic reaction.
- Let someone know if you think you might be having an anaphylactic reaction.
- Encourage your friends to learn how to administer a single dose, single-use auto-injector.
- If you carry a cell phone, pre-program it to dial “911” and inform your friends.

If you have a dual diagnosis of anaphylaxis and asthma, ensure you:

- Learn the importance of keeping your asthma under control.
- Always carry your asthma medication.
- If you are unclear as to whether you are experiencing an anaphylactic reaction or an asthma attack, the single dose, single-use auto-injector is your first line of defense.
- Review your school’s avoidance strategies document.

## **Parent Responsibilities**

- Ensure school staff, classroom teachers, coaches and supervising adults are informed of your child's allergy.
- Complete the SEPP and return it to the principal. Set up a time to meet with designated school staff to develop the AAP.
- In conjunction with your physician, complete the SEPP.
- In consultation with principal, your child, teacher and public health nurse, develop a plan (AAP) to keep your child safe from anaphylactic reactions while in school.
- Provide two current single dose, single-use auto-injectors for school use. Consult with the teacher/principal to determine where the primary and back-up auto-injectors will be located.
- Provide consent which allows school staff to use a single dose, single-use auto-injector when they consider it necessary in an allergic emergency.
- Ensure your child wears a Medical Alert bracelet or necklace.
- Notify the principal if there is a change in your student's allergy condition or treatment.
- Consult with food and outdoor education teachers about your child's allergies.