



Section Four: Students

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

The Parents/Guardians, Principals/Vice-Principals, designated/supervising school personnel, Manager of Transportation, and Public Health Nurse all have specific roles and responsibilities to support students diagnosed with serious medical condition(s) that are potentially life threatening.

The Parents/Guardians will:

1. Complete and provide the school annually, in cases of students diagnosed with an anaphylactic allergy, the *mandatory* School District No. 23 Medical Alert Planning Form, or the Anaphylactic Student Emergency Procedure Plan, and the Request for Administration of Medication at School Form (refer to Form F436.5), this includes at the time of registration, at the beginning of each school year, and at any time there is a significant change in the student’s medical condition or care.
 - a) Complete and provide the school annually, in cases of students diagnosed with a Seizure Disorder/Epilepsy, the *mandatory* BC Ministry of Education Seizure Action Plan & Medical Alert Information Form and the Request for Administration of Medication at School Form (if applicable) (refer to Form F436.5), and return on the first day of school in September.
 - b) Ensure the Request for Administration of Medication at School Form (refer to Form F436.5) is completed by the student’s physician, for students requiring medication(s) at school. A duplicate pharmacy label may be attached to the form in Section B in place of a signature from the physician. Return the completed form to the school on the first day of school. If there are no changes, provide written notification or a duplicate pharmacy label in place of physician’s signature if medication is required.
 - c) Collaborate with the Public Health Nurse to train designated/supervising school personnel when deemed necessary.
 - d) Note on the School District No. 23 Medical Alert Planning Form, Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form (refer to Form F436.5) if the student is a registered bus rider.
 - e) Ensure medication(s) is available at the school in the original labelled container with appropriate measuring device (if applicable) and is replaced when expired.



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- f) Provide the necessary medical equipment and/or supplies to the school as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013) and the Canadian Society of Allergy and Clinical Immunology "Anaphylaxis in Schools and Other Settings" (Copyright 2005-2016).

- Asthma - Inhaler
- Anaphylactic – Epinephrine auto-injector (Epi Pen)

NOTE: Parents are also to provide a second auto-injector to be stored in a central, safe, *unlocked* location.

- g) Remove medication(s) at the end of each school year.
- h) Obtain the following for students diagnosed with an anaphylactic allergy at the end of each school year: a *mandatory* School District No. 23 Medical Alert Planning Form, or Anaphylactic Student Emergency Procedure Plan, and the Request for Administration of Medication at School Form (refer to Form F436.5). All completed forms must be delivered on the first day of school. If there are no changes, provide written notification or a duplicate pharmacy label in place of physician’s signature if medication is required.
- i) Obtain the following for students diagnosed with a Seizure Disorder/Epilepsy at the end of each school year: a BC Ministry of Education Seizure Action Plan & Medical Alert Information Form and the Request for Administration of Medication at School Form (if applicable) (refer to Form F436.5). All completed forms must be delivered to the school on the first day of school in September. If there are no changes, provide written notification or a duplicate pharmacy label in place of physician’s signature if medication is required.
- j) Ensure their child is wearing medical identification.
- k) Encourage their child to inform close friends of their serious medical condition as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013) and the Canadian Society of Allergy and Clinical Immunology "Anaphylaxis in Schools and Other Settings" (Copyright 2005-2016).
- l) Be available (or arrange a delegate) to respond either by phone or in person at all times.

NOTE:

- In the case of **Senior Secondary students**, the student may assume some of the parent's/guardian's role.



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- ❑ Students may not update medical data if parents/guardians have registered conflicting information.
- ❑ It is recommended that students who demonstrate maturity regarding their serious medical condition carry emergency supplies on their person, for example a fanny pack containing:
 - Asthma - Inhaler
 - Anaphylactic – Epinephrine auto-injector (EpiPen)

The School Principal/Vice-Principal will:

- a) Ensure, at the start of each school year, that all school personnel attend the *mandatory* training for anaphylaxis, diabetes and seizures provided by the Public Health Nurse as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013). For school personnel who are unable to attend the training provided by the Public Health Nurse, the on-line course "Anaphylaxis in Schools: What Educators Need to Know" must be completed. Further training mid-year may be provided as needed.
- b) Collaborate with the Public Health Nurse in their role of supporting the health of students with serious medical condition(s) that are potentially life threatening.

NOTE: Training may also be requested for school district employees such as custodians, noon-hour supervisors, etc. who support students diagnosed with serious medical condition(s) that are potentially life threatening.

- c) Communicate the following to the appropriate Assistant Superintendent:
 - the name of the School Administrator who will be responsible for overseeing the school's *mandatory* School District No. 23 Medical Alert Planning Form or the Anaphylactic Student Emergency Procedure Plan (if applicable) or the BC Ministry of Education Seizure Action Plan & Medical Alert Information Form (if applicable) (refer to Form F436.5);
 - The dates the completed form(s) are returned by parents/guardians;
 - The date the Public Health Nurse provides *mandatory* training for anaphylaxis, diabetes and seizures.
- d) Collect, at the time of registration and at the beginning of every school year, the *mandatory* School District No. 23 Medical Alert Planning Form or the Anaphylactic Student Emergency Procedure Plan (if applicable) and the Request for Administration of Medication at School Form (if applicable) (refer to Form F436.5). Ensure that all applicable forms are reviewed by the parents/guardians in September of each year and accept parental/guardian written notification with date and signature to indicate no change.



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- e) Collect, at the time of registration and at the beginning of every school year, the *mandatory* BC Ministry of Education Seizure Action Plan & Medical Alert Information Form and the Request for Administration of Medication at School Form (if applicable) (refer to Form F436.5). Ensure that all applicable forms are reviewed by the parents/guardians in September of each year and accept parental/guardian written notification with date and signature to indicate no change.
- f) Ensure the Request for Administration of Medication at School Form (if applicable) (refer to Form F436.5) is completed by the student’s physician, for students requiring medication(s) at school. A duplicate pharmacy label may be attached to the form in Section B in place of a signature from the physician. Collect the completed form on the first day of school each September. If there are no changes, accept parental/guardian written notification or provide a duplicate pharmacy label in place of physician’s signature if medication is required.
- g) Provide, upon registration or the diagnosis of a serious medical condition, parents/guardians with the following links: the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013) and the Canadian Society of Allergy and Clinical Immunology "Anaphylactic in Schools and Other Settings" (Copyright 2005-2016) to assist them in understanding their own and other’s roles and responsibilities within the BC Ministry of Education (pages 16-18).
- h) Keep records of communication with parents regarding the School District No. 23 Medical Alert Planning Form, Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form (refer to Form F436.5). Document each date of communication or date when communication was initiated, even if there was no answer indicating that a message was left on voice mail or e-mail.

NOTE: After three attempts to obtain the *mandatory* School District No. 23 Medical Alert Planning Form, Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form (refer to Form F436.5), from the parents/guardians (communication documented) and the School District No. 23 Medical Alert Planning Form, Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form (refer to Form F436.5) is not returned, the parents/guardians must be notified that the Standard Procedure of Care will then be in place (previous language from current Anaphylactic Policy).

- i) Provide information to all school personnel so they are visually familiar with students diagnosed with serious medical condition(s) that are potentially life



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threatening. Display the student's Medical Alert Photo ID (refer to Form F436.5) in an appropriate place, while maintaining confidentiality.

- j) Ensure school personnel are aware of the location of the student's medication(s). It is recommended that students who demonstrate maturity regarding their serious medical condition carry medication(s) on their person for immediate availability.
- k) Establish a recording system to notify parents when medication is expired and needs replacing.
- l) Provide, on an annual basis, a copy of the School District No. 23 Medical Alert Planning Form, Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form (refer to Form F436.5), for each student who is a registered rider to the Manager of Transportation. A copy of the Request for Administration of Medication at School Form (refer to Form F436.5) should also be provided if the student carries an Epi-pen and may require a bus driver to administer medication.
- m) Provide a safe, appropriate, and unlocked storage area for medication(s) and equipment, including provisions for school authorized field studies. It is recommended that students who demonstrate maturity regarding their serious medical condition carry medication(s) and supplies 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) Collaborate with the parents/guardians and any school personnel involved with the student to develop support structures to follow the *mandatory* School District No. 23 Medical Alert Planning Form, or the Anaphylactic Student Emergency Procedure Plan, or the BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, and the Request for Administration of Medication at School Form (if applicable) (refer to Form F436.5) during the school day and during after hours school related activities.

NOTE: Middle/Secondary - Ensure that a hard copy of student's names with either the *mandatory* School District No. 23 Medical Alert Planning Form, or Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form and their Photo IDs (refer to Form F436.5) are available for all first aid attendants and placed within the school in areas such as



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the school office, counselling centre, gym office, and the medical health room. Teachers of students, coaches, etc. must be informed of students diagnosed with serious medical condition(s) that are potentially life threatening.

- o) Assure that the completed *mandatory* School District No. 23 Medical Alert Planning Form, or Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, and the Request for Administration of Medication at School Form (if applicable) (refer to Form F436.5) are appropriately stored in the student's files.
- p) Ensure the Anaphylaxis Poster (refer to Form F436.5) is placed in visible locations in the school.
- q) Inform all parents/guardians when the environment of the school is changed by actions of school district employees, such as painting, roofing, tarring, replacing carpets, or when any substances with strong fumes are used.
- r) Collaborate with the parents/guardians of students who are diagnosed with serious medical condition(s) that are potentially life threatening and/or anaphylactic to maintain an allergy safe environment. This may include establishing restrictions in the classroom for life threatening allergies such as food products and animals.
- s) Return all remaining medication(s) to parents/guardians at the end of each school year.
- t) Provide parents/guardians, at the end of the school year, with the *mandatory* School District No. 23 Medical Alert Planning Form, or Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form (refer to Form F436.5). Also, if applicable, provide a blank copy of the Request for Administration of Medication at School Form (refer to Form F436.5) to be completed by the student's physician. If there are no changes, accept parental/guardian written notification or accept a duplicate pharmacy label in place of physician's signature if medication is required.
- u) Inform parents/guardians that medical information from the student's elementary school may not be transferred to their middle/secondary school.

The Classroom Teacher and any other school personnel supervising the student will:

- a) Collaborate with the Public Health Nurse to obtain medical information from parents/guardians related to students diagnosed with serious health condition(s) that are potentially life threatening under his/her supervision.



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- b) Attend the annual *mandatory* anaphylaxis, diabetes, and seizure training session coordinated by the Public Health Nurse as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013). For teachers who are unable to attend the training provided by the Public Health Nurse, the on-line course "Anaphylaxis in Schools: What Educators Need to Know " must be completed.
- c) Be familiar with the student's *mandatory* School District No. 23 Medical Alert Planning Form, or Anaphylactic Student Emergency Procedure Plan, and the Request for Administration of Medication at School Form (refer to Form F436.5).
- d) Be familiar with the student's *mandatory* BC Ministry of Education Seizure Action Plan & Medical Alert Information Form and the Request for Administration of Medication at School Form (if applicable) (refer to Form F436.5).
- e) Provide medical information for any Temporary Teachers on Call (TTOC) who will be supervising student(s) diagnosed with serious medical condition(s) that are potentially life threatening.
- f) Communicate to parents/guardians any changes to the classroom environment that may create health concerns for the student diagnosed with a serious medical condition(s) that are potentially life threatening.

The Manager of Transportation will:

- a) Ensure that bus drivers will annually attend the *mandatory* anaphylaxis, diabetes, and seizure training session coordinated by the Public Health Nurse as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013). For bus drivers who are unable to attend the training provided by the Public Health Nurse, the on-line course "Anaphylaxis in Schools: What Educators Need to Know", must be completed.
- b) Ensure, on an annual basis, that copies of the *mandatory* forms: School District No. 23 Medical Alert Planning Form, or the Anaphylactic Student Emergency Procedure Plan, or the BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, and the Request for Administration of Medication at School Form (if applicable) (refer to Form F436.5) are received from schools and kept for quick reference on each school bus.
- c) Ensure that all bus drivers are familiar with the copies of the student's *mandatory* School District No. 23 Medical Alert Planning Form, or Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan &



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Medical Alert Information Form, and the Request for Administration of Medication at School Form (if applicable) (refer to Form F436.5).

The Public Health Nurse will:

- a) Meet with the Principal/Vice-Principal prior to, or at the beginning of, the school year to discuss/review the students diagnosed with serious medical condition(s) that are potentially life threatening. They will also discuss/review the Medical Alert procedures in the school, and the role of the Public Health Nurse. For example, review *mandatory* School District No. 23 Medical Alert Planning Forms, or Anaphylactic Student Emergency Procedure Plan Form, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, and the Request for Administration of Medication at School Form (if applicable) (refer to Form F436.5).
- b) Refer new students diagnosed with serious medical condition(s) that are potentially life threatening to the school before the beginning of the school year or when a student is identified with a new diagnosis.
- c) Provide annually, the *mandatory* anaphylaxis, diabetes and seizure training to school personnel as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013) This training may include information provided by parents/guardians. Parents/guardians may be invited to attend training sessions.
- d) Consult with the parents/guardians and the student's physicians, as necessary, to determine the specific needs of students diagnosed with serious medical condition(s) that are potentially life threatening.
- e) Provide, upon request of school personnel, additional training regarding the student's School District No. 23 Medical Alert Planning Form, or Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form (refer to Form F436.5). This education may be done with the assistance of parents/guardians and the student.
- f) Ensure the *mandatory* School District No. 23 Medical Alert Planning Form, or Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, and the Request for Administration of Medication at School Form (if applicable) (refer to Form F436.5) is reviewed and updated annually.
- g) Consult, upon request, with the classroom teacher in establishing support structures for the student's School District No. 23 Medical Alert Planning Form, or



School District No. 23 (Central Okanagan)

Policies And Procedures

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Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, and the Request for Administration of Medication at School Form (if applicable) (refer to Form F436.5).

RETIRED

Date Agreed: October 24, 2007

Date Amended: March 6, 2008; May 27, 2020

Date Reviewed: November 27, 2013

Related Documents: Policies, 436, 435, 435R,
F436.5

436R - Managing Students with Medical Alert/
Anaphylaxis Conditions (Regulations)
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