

MANAGEMENT OF HEALTH CONDITIONS AND MEDICAL EMERGENCIES

Background

The District has a role in the management of health conditions and medical emergencies of students.

In the case of student health conditions, the responsibility is shared among the student, parents, the District and health care providers. The development of procedures and record keeping will be done in consultation with the District's Health and Safety Officer.

Procedures

1. Management of Health Conditions
 - 1.1. Supplies of the [Medical Alert and Prescribed Medication Record Form \(Form 316-1\)](#) shall be available at each site.
 - 1.2. Students' completed Medical Alert and Prescribed Medication Record forms are kept on file at the school.
 - 1.3. A student's medical alert information must be kept up to date on that student's [Medical Alert and Prescribed Medication Record Form \(Form 316-1\)](#). This form is to be consulted for information regarding medical conditions requiring emergency attention such as diabetes, epilepsy, heart conditions.
 - 1.4. As students move from Kindergarten to Grade 12, the fields of the medical alert screens in the student information system shall be properly and completely filled in.
 - 1.5. All Medical Alert and Prescribed Medication Record forms are to be reviewed and updated at least annually, before the beginning of each school year.
 - 1.6. It is the responsibility of the parents of newly enrolled students and students moving from one school to another in the District to provide the Principal of the new school with a current [Medical Alert and Prescribed Medication Record Form \(Form 316-1\)](#).
 - 1.7. A record of each occasion that medication is given must be entered in the First Aid Log Book, located in the first aid area.
2. Emergency Health Conditions and Medical Emergencies
 - 2.1. Each Principal shall ensure that appropriate staff members are made aware of recorded health conditions of students and that staff receive appropriate training to deal with all reported health conditions and medical emergencies that may arise from those conditions.
 - 2.2. All staff accompanying students on field trips will be advised of any students in the group who could experience a medical emergency due to previously reported health conditions. If a possibility of a medical emergency exists, it is the responsibility of the

staff members in charge of the group to ensure that an individual trained in handling such a medical emergency accompanies the group.

- 2.3. Educational Assistants (EAs) and their students are covered by existing in-school support programs and the medical protocol with the Ministry of Health. All EAs shall inform teachers and other staff of health conditions that could arise with their student, so that these staff members will be prepared to react appropriately in an emergency.
- 2.4. Teachers will ensure that medical information is prepared in readiness for a Teacher on Call.

3. Management of Medication

- 3.1. Each Principal shall ensure that all parents are notified, upon registration of their child, of their responsibility to provide the school with all pertinent medical information concerning their child and to update that information on a regular basis if necessary to ensure that the school's record of their child's medical information is current.
- 3.2. The classroom teacher/advisor, the parents, the Principal and the Public Health Nurse (if appropriate) shall develop a Health Plan for the student when a student with a chronic health condition is under their care.
- 3.3. No medication shall be given to any student without written direction from the doctor or parent. It is the responsibility of a student's parent to complete and return to the school a Medical Alert and Prescribed Medication Record for their child and to ensure that appropriate medication is provided to the school and replenished as needed. If prescription medications are listed on the Medical Alert and Prescribed Medication Record, the form must be signed by a physician.
- 3.4. All medicines and related directions for use must be stored in an appropriate secured location in the school's administration area. If medications require refrigeration, the Principal will provide an appropriate location at the school site. Parents are responsible to ensure that student medications do not become outdated and to replenish as needed. The Principal is responsible for the currency of any medications in the first aid kit. Elementary schools are equipped with an @Risk Rescue® Station which provides an organizer for student medications and allow for easy transport of medications for individual students for field trips or school events. The entire Station, along with up to 20 (twenty) attached Rescue Kits, is portable enough to be quickly removed, rolled-up, and transported as part of an emergency evacuation.
- 3.5. Only properly trained staff will be permitted to administer medication. Names of approved staff will be recorded on the student's Medical Alert and Prescribed Medication Record. Any training required to administer medication to a student or employee may be organized by the local Public Health Nurse through the Courtenay Health Unit.

4. Children Who Become Ill at School

- 4.1. The Principal will determine whether a student who becomes ill is to or is not to remain at school under school supervision.
- 4.2. When the student remains at school:

- 4.2.1. The student will be placed in a suitable area that is regularly supervised by a District employee. The Principal will decide in each case the frequency of observation.
- 4.2.2. If after twenty minutes the Principal considers it inadvisable for the student to resume normal activity, he or she will decide if a parent, or other adult designated by the student's parents is to be contacted.
- 4.3. When it is decided that the student is not to remain at school:
 - 4.3.1. A parent will be contacted immediately.
 - 4.3.2. If no parent, or other adult designated by the student's parents can be reached and the illness is considered to be serious, then a doctor (preferably the family doctor) will be contacted.
 - 4.3.3. If no parent, or other adult designated by the student's parents can be reached and the illness is not considered to be serious enough to require a doctor's attention, then the student is to remain at school under appropriate observation. In the case of a secondary level student who decides on his/her own that he/she is leaving the school, the Principal is to request that the student contact the school upon his/her safe arrival at home, and a follow-up call to the parent is to take place as soon as possible after the event to ensure that they understand the student left on his/her own accord. This information shall be documented and recorded in the First Aid Log Book.
 - 4.3.4. If an emergency situation develops, the student is to be taken by ambulance to hospital and a parent will be informed.
 - 4.3.5. A record must be kept in the First Aid Log Book of action taken.
- 4.4. Before being released or sent home, all students who become ill will be offered the best level of care available at the school or site at that time.

Reference: Sections 7, 8, 17, 20, 22, 65, 84, 85, 95 School Act
Good Samaritan Act
School Regulation 265/89

Adopted: November 22, 2011
Revised: June 25, 2019