



School District 5 (Southeast Kootenay)
MEDICAL ALERT PLANNING FORM
(Information and Plan while in the Care of the School)

Student Photo

Student Name: _____ Date of Birth: _____
(YY/MM/DD)

Parent/Guardian: _____ Phone: (Home) _____
(Work) _____

Emergency Contact

Name: _____ Phone: _____

Physician: _____ Phone: _____

Potential 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

The information for the school plan must 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 appropriate school staff in consultation with the Public Health Nurse as needed.

Symptoms to watch for are:

Precautions in the classroom are:

Emergency plan school staff needs to follow (step by step):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Medication needed: Yes No Name of medication: _____

Location: _____ Expiry date: _____

If Yes above, a Request for Administration of Medication at School form (attached) must be completed and provided to the school (Parts A, B & C must all be completed).

INFORMATION REVIEW BY PARENT/GUARDIAN (minimum annually)

- | | |
|-------------------------|-------------------------|
| 1. _____
Date & Sign | 2. _____
Date & Sign |
| 3. _____
Date & Sign | 4. _____
Date & Sign |
| 5. _____
Date & Sign | |

OTHER INFORMATION

TRAINING

Principal to document staff attendance and training.

MEDICAL ALERT

Background

There are students in school who may require emergency 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,
- anaphylaxis (history of a severe allergic response which requires planned care and support inside as well as outside the school environment, such as 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,
- adrenal insufficiencies,
- other conditions which may require emergency care as determined in consultation with parent/student/family physician, school staff, and Medical Health Officer.

Procedures

1. These procedures outline the responsibility, roles and process whereby any medical emergencies that occur during school hours may be handled in an optimal manner.
2. Target Population
 - 2.1. Students in Grades K - 12 with a Medical Alert Condition
3. Principles
 - 3.1. Using the comprehensive school health model, the responsibility for the safety, health and well being of students is a joint responsibility of the school staff, Public Health Nurses, Nursing Support Services, and the parents. However, each team member has different roles.
 - 3.2. 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 this Administrative Procedure.
 - 3.3. The Public Health Nurse will provide consultation during school hours to school staff and/or parent, on any of the Medical Alert Conditions and their management, including the development of care plans and training of school personnel.

- 3.4. Nursing Support Services assists parents and caregivers to help children with special healthcare needs lead active, healthy lives in their communities. NSS Coordinators facilitate safe, consistent care and appropriate health support in a variety of locations including homes, schools and childcare settings. Services include, but aren't limited to:
 - 3.4.1. Providing information and consultation about health issues relating to the special need
 - 3.4.2. Planning of community care
 - 3.4.3. Training of and delegation of services to alternate caregivers
 - 3.4.4. At Home Program assessment which provides medical and respite benefits to those families who qualify
 - 3.5. The parent provides the school with timely information re: the student's condition, care and any medication required. The parent works with the school staff to develop an appropriate care plan and train designated school personnel.
4. Obligations of Each Team Member
- 4.1. The School Administrative Officer will:
 - 4.1.1. Collect demographic and health information about students with Medical Alert Conditions at time of registration
 - 4.1.2. Give parents a "Medical Alert Planning" form ([Form 316-1](#)), and "Request for Administration of Medication at School" form ([Form 316-2](#)) if necessary, with instructions for completion and return of form(s) to school. The parent will also be provided with a copy of these guidelines to assist them in understanding their own, and other, school staff responsibilities.
 - 4.1.3. Consult with the Public Health Nurse, if necessary, for clarification of which conditions may need Medical Alert procedures.
 - 4.1.4. Consult with the public health nurse on the training of appropriate school personnel once the Medical Alert plan has been returned by the parent This training may be conducted by:
 - 4.1.4.1. Parent
 - 4.1.4.2. Parent/student with assistance of Public Health Nurse
 - 4.1.4.3. Public Health Nurse where parent/student unable to train, or where training for a number of students is needed (i.e. use of EpiPens).
 - 4.1.4.4. Nursing Support Services in the delegation of glucagon injections, insulin management, manual hypodermic injections.
 - 4.1.5. Ensure all staff members are aware of Medical Alert students twice a year and where the plan/medication forms for these students are stored.
 - 4.1.6. 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 (i.e. on field trips).
 - 4.1.7. Ensure plans are reviewed particularly when they have been implemented and updated annually or on parent notification of changes in the child's condition.
 - 4.2. The Public Health Nurse will:

- 4.2.1. 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.
 - 4.2.2. 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.
 - 4.2.3. On request, advise the Principal, on which students actually have Medical Alert Conditions based on parent information given at the time of registration. This may involve additional clarification with the parent or student's physician.
 - 4.2.4. Work jointly with school staff and parent to finalize the care plan if necessary and develop a training plan for appropriate school staff (see clause 4.1.4 above).
 - 4.2.5. Provide general information on Medical Alert Conditions to school staff, parents and students as required, including safety options (i.e. Medical Alert bracelets).
- 4.3. Nursing Support Services will:
- 4.3.1. Meet with the Student Services Teacher and Principal prior to, or at the beginning of, the school year to discuss/review the Care Plan and delegated medical services in the school, and the role of Nursing Support Services.
 - 4.3.2. Respond to newly referred families/students with complex Medical Alert Conditions.
 - 4.3.3. Work jointly with school staff and parent to finalize the care plan if necessary and develop a training plan for appropriate school staff (see clause 4.1.4 above).
- 4.4. The Parent will:
- 4.4.1. Provide the school with accurate and timely information about their child's Medical Alert Conditions, both at the time of registration and at any time there is a change in the student's condition or care.
 - 4.4.2. Complete the "Medical Alert Planning" form ([Form 316-1](#)) and the "Request for Administration of Medication at School" form ([Form 316-2](#)), 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 Principal as soon as possible.
 - 4.4.3. Work with the Principal and Public Health Nurse to ensure designated school staff are trained to assist the student if an emergency occurs. Options include:
 - 4.4.3.1. Parent
 - 4.4.3.2. Parent/student may provide the training with the assistance of the Public Health Nurse
 - 4.4.3.3. Public Health Nurse may train.
 - 4.4.3.4. Nursing Support Services may train.
 - 4.4.4. Check the care plan annually at the beginning of the school year.
 - 4.4.5. Complete a new Request for Administration of Medication form ([Form 316-2](#)) 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.

- 4.4.6. Ensure medication is available at the school in the original labelled container and is not outdated/expired.

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

Approved: 1999/2000

Revised: February 10, 2009; March 12, 2019; August 15, 2021