

Administrative Procedure 6011 MR1

***Management of Health Conditions and Medical Emergencies***

**1. Management of Health Conditions**

- 1.1 Supplies of *Medical Alert and Prescribed Medication Record* forms shall be available at each site.
- 1.2 Students' and employees' 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*. This form is to be consulted for information regarding medical conditions requiring emergency attention such as allergies, 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 or guardians of newly enrolled students and students moving from one school to another in the district to provide the administrator of the new school with a current *Medical Alert and Prescribed Medication Record*. Employees moving from one work site to another are responsible for providing the administrator at their new work site with a current *Medical Alert and Prescribed Medication Record*.
- 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 administrator shall ensure that appropriate staff members are made aware of recorded health conditions of students and staff 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 or staff 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.
- 2.5 All employees who require emergency medication are responsible for their own needs and are required to complete and have on file at their site a *Medical Alert and Prescribed Medication Record* form. Employees are also responsible for informing the appropriate administrator of their emergency medical needs.

### 3. **Management of Medication**

- 3.1 Each school administrator 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/guardians, the school administration 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 or employee without written direction from the doctor or parent/guardian. It is the responsibility of a student's parent or guardian 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 school 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 school

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 or employee'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 school administrator or designate will determine whether a student who becomes ill should or should not remain at school under school supervision.
- 4.2 Should the student remain at school:
  - 4.2.1 The student will be placed in a suitable area that is regularly supervised by an employee of the Board. The administrator or designate will decide in each case the frequency of observation.
  - 4.2.2 If after twenty minutes the administrator or designate considers it inadvisable for the student to resume normal activity, he or she will decide if a parent or guardian, or other adult designated by the student's parents or guardians should be contacted.
- 4.3 Should it be decided that the student NOT remain at school:
  - 4.3.1 A parent or guardian will be contacted immediately.
  - 4.3.2 If no parent, guardian or other adult designated by the student's parents or guardians 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, guardian, or other adult designated by the student's parents or guardians 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, an administrative officer or designate should request that the student contact the school upon his/her safe arrival at home, and a follow-up call to the parent/guardian should 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 or guardian 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 and staff who become ill will be offered the best level of care available at the school or site at that time.

**School District No. 71 (Comox Valley)**  
**MEDICAL ALERT AND PRESCRIBED MEDICATION RECORD**

**TO BE COMPLETED BY PARENTS/GUARDIANS OF STUDENTS WITH HEALTH CONDITIONS AND BY DISTRICT EMPLOYEES WITH HEALTH CONDITIONS**

*The information on this form must be updated at least annually, as required by Management Regulation 6011MR1*

Student/Employee _____	Birthdate _____
Student's mother _____	Work _____ Home _____
Student's father _____	Work _____ Home _____
Emergency contact _____	Work _____ Home _____
Name of physician _____	Phone: _____
Describe the health condition which requires medication to be taken within school/work hours: _____ _____	

The medication listed below is to be:    { } administered by district staff    { } self-administered by student/subject employee
The medication listed below is located:    { } in a supply maintained in the school/work site administration area
{ } on the person of the student/subject employee
{ } other: _____

<b>THIS SECTION REQUIRES THE SIGNATURE OF YOUR PHYSICIAN.</b>		
This section may be completed by attaching a current pharmacy medical label.		
NAME OF MEDICATION	DOSAGE	DIRECTIONS FOR USE AND STORAGE
_____ _____		
Additional comments (possible reactions, consequences of missed doses): _____ _____		
SIGNATURE OF PHYSICIAN _____		DATE _____
<b>PLEASE COMPLETE REVERSE</b>		

**School District No. 71 (Comox Valley)**  
**MEDICAL ALERT AND PRESCRIBED MEDICATION RECORD**

**TO BE COMPLETED BY STUDENT'S PARENT/GUARDIAN:**

I request that the school give medication as described above to my child, whose name is:

\_\_\_\_\_

**TO BE COMPLETED BY STUDENT'S PARENT/GUARDIAN OR BY SUBJECT EMPLOYEE:**

I will notify the school or work site promptly of any changes in the medications described on this form and will ensure that any medications provided by me to the school or work site will be replenished as needed.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
PARENT/GUARDIAN OR SUBJECT EMPLOYEE

Optional: Parent/Guardian or Employee may attach additional information.

**FOR OFFICE USE ONLY**

The employees listed below are responsible for the supervision of the medication described on this form and are the only district employees trained and permitted to administer the medications listed. All qualified employees must sign below.

NAME (Please print)	SIGNATURE	DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
PARENT/GUARDIAN OR SUBJECT EMPLOYEE