

Administrative Procedure 311

Supporting Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy)



School Board Policy Statement

The Limestone District School plays an important role in supporting students with prevalent medical conditions to fully access school in a safe, accepting, and healthy learning environment that supports well-being. It is essential that all members of the school community are familiar with the prevalent medical conditions as outlined in the Plan of Care and are trained and confident in prevention strategies to minimize risks, recognize the symptoms of a medical emergency and know the steps to follow in dealing with a medical emergency. The Limestone District School Board will empower students, as confident and capable learners, to reach their full potential for self-management of their medical condition(s), according to their Plan of Care.

Related Laws, Policies, Administrative Procedures and Protocols:

- *Sabrina's Law, 2005*
- *Ryan's Law 2015*
- Emergency Medical Response Plans and First Aid Kits: Administrative Procedure 140
- Creating a Healthy Nutrition Environment: Administrative Procedure 210
- Administration of Medication and/or Medical Procedures to Students:
Administrative Procedure 314

DEFINITIONS

Anaphylaxis – is a sudden and severe allergic reaction, which can be fatal, requiring medical emergency measures be taken.

Asthma – is a chronic, inflammatory disease of the airways in the lungs.

Diabetes – is a chronic disease, in which the body either cannot produce insulin or cannot



properly use the insulin it produces.

Epilepsy – is a neurological condition which affects the nervous system. Epilepsy is also known as a seizure disorder or by many people as convulsions.

Health Care Professional – a member of a College under the Regulated Health Professions Act, 1991 (e.g., medical doctor, nurse practitioner, registered nurse, pharmacist).

Health Care Provider – may be a Physician, Nurse Practitioner, Registered Nurse, Pharmacist, Respiratory Therapist, Certified Respiratory Educator, or Certified Asthma Educator.

Medical Emergency – is an acute injury or illness that poses an immediate risk to a person's life or long-term health and requires assistance from another qualified person and contact with Emergency Medical Services.

Medical Incident – is a circumstance that requires an immediate response and monitoring, as the incident may progress to an emergency requiring contact with Emergency Medical Services.

Plan of Care - a form that contains individualized information on a student with a prevalent medical condition. See Appendix A

Prevalent Medical Condition – for the purpose of this document, includes anaphylaxis, asthma, diabetes, and epilepsy.

School – all school and school-board activities, including field trips, overnight excursions, board-sponsored sporting events, and board-operated before- and after- school programs for children aged 4 to 12 years.

School board(s) and board(s) – district school boards and school authorities

School staff – all school staff, including occasional staff.

Self-Management – a continuum where a student's cognitive, emotional, social and



physical capacity and stage of development are determinants of their ability to confidently and independently manage their medical conditions(s). The students' journey to reach their full potential along the self-management continuum is not linear and can require varying levels of support over time. A student's capacity for self-management may be compromised during certain medical incidents, and additional support will be required.

Students – children in Kindergarten and students in Grades 1 to 12.

1. Roles and Responsibilities

- 1.1. The Limestone District School Board, hereafter referred to as "the Board", shall implement Supporting Students with Prevalent Medical Conditions to protect students with asthma, anaphylaxis, seizures and/or diabetes as determined by the practices and protocols as outlined in the relevant Plan of Care
- 1.2. Each school shall implement Supporting Students with Prevalent Medical Conditions.
- 1.3. The Board shall determine the responsibilities of all employees, parents/guardians, volunteers, and students in accordance with Supporting Students with Prevalent Medical Conditions.

Parents/Guardians of Children with Prevalent Medical Conditions

As primary caregivers of their child, parents/guardians are expected to be active participants in supporting the management of their child's medical conditions(s) while the child is in school. Parents/guardians should:

- Educate their child about their medical condition(s) with support from their child's health care professional, as needed.
- Guide and encourage their child to reach their full potential for self-management and self-advocacy.
- Inform the school of their child's medical condition(s) and co-create the Plan



of Care for their child with the principal or the principal's designate.

- Communicate changes to the Plan of Care, such as changes to the status of their child's medical condition(s) or changes to their child's ability to manage their medical condition(s), to the principal or the principal's designate.
- Confirm annually to the principal or the principal's designate that their child's medical status is unchanged.
- Initiate and participate in annual meetings to review their child's Plan of Care
- Supply their child and/or school with sufficient quantities of medication and supplies in their original, clearly labelled containers, as directed by a health care professional and as outlined in the Plan of Care and track the expiration dates if they are supplied.
- Seek medical advice from a medical doctor, nurse practitioner, or pharmacist, where appropriate
- Provide the school with copies of any medical reports or instructions from the student's health care provider.
- Review all school and board policies related to the management of their child's medical condition(s)

Students with Prevalent Medical Conditions

Depending on their cognitive, emotional, social and physical stage of development, and their capacity for self-management, students are expected to actively support the development and implementation of their Plan of Care. Students should:

- Take responsibility for advocating for their personal safety and well-being that is consistent with their cognitive, emotional, social and physical stage of development and their capacity for self-management.



- Participate in the development of their Plan of Care
- Participate in meetings to review their Plan of Care
- Carry out daily or routine self-management of their medical condition to their full potential, as described in their Plan of Care (e.g., carry their medication and medical supplies; follow school board policies on disposal of medication and medical supplies)
- Set goals on an on-going basis, for self-management of their medical condition, in conjunction with their parent(s)/guardian(s) and health care professional(s)
- Communicate with their parent(s)/guardian(s) and school staff if they are facing challenges related to their medical conditions(s) at school.
- Wear medical alert identification that they and /or parent(s)/guardian(s) deem appropriate.
- If possible, inform school staff and/or their peers if a medical incident or a medical emergency occurs.

School Staff

School staff should follow their school board's policies related to supporting students with prevalent medical conditions in schools. School staff must:

- Review the contents of the Plan of Care for any student with whom they have direct contact.
- Participate in training on prevalent medical conditions, at a minimum annually, as required by the school board.
- Share information on a student's signs and symptoms with other students, if the parents give consent to do so and as outlined in the Plan of Care and



authorized by the principal in writing.

- Follow school board strategies that reduce the risk of student exposure to triggers or causative agents in classrooms, common school areas, and extra-curricular activities in accordance with the student's Plan of Care
- Support a student's daily or routine management and respond to medical incidents and medical emergencies that occur during school, as outlined in board policies and procedures.
- Support inclusion by allowing students with prevalent medical conditions to perform daily or routine management activities in a school location (e.g., classroom), as outlined in their Plan of Care, while being aware of confidentiality and the dignity of the student
- Enable students with prevalent medical conditions to participate in school to their full potential, as outlined in their Plan of Care
- Maintain log of administration of medication

Principal

In addition to the responsibilities outlined under "School Staff", the principal must:

- Clearly communicate to parents/guardians and appropriate staff the process for parents/guardians to notify the school of their child's medical condition(s), as well as the expectation for parents/guardians to co-create, review, and update a Plan of Care with the principal or the principal's designate. This process should be communicated to parents/guardians at a minimum:
 - I. during the time of registration
 - II. each year during the first week of school
 - III. when a child is diagnosed and/or returns to school following a diagnosis.



- Co-create, review or update the Plan of Care for a student with a prevalent medical condition with the parent(s)/guardian(s), in consultation with the school staff (as appropriate) and with the student (as appropriate), during the first thirty school days of every school year and, as appropriate, during the school year (e.g., when a student has been diagnosed with a prevalent medical condition)
- Maintain a file with the Plan of Care and supporting documentation for each student with a prevalent medical condition.
- Provide relevant information from the student's Plan of Care to school staff and others who are identified in the Plan of Care (e.g., food service providers, transportation providers, volunteers, occasional staff who will be in direct contact with the student), including any revisions that are made to the plan.
- Communicate with parents/guardians in medical emergencies, as outlined in the Plan of Care
- Encourage the identification of staff who can support the daily or routine management needs of students in the school with prevalent medical conditions, while honouring the provisions within their collective agreements
- Ensure, with consent, an updated photo with key emergency information is placed in a school location for all staff to see on a regular basis.
- Ensure all staff have received training annually, including training about any prevention strategies, strategies for supporting inclusion and participation in school, recognition of life-threatening situations, emergency protocols and the use of any emergency medical interventions.
- Maintain a list of school personnel who have received training.
- Promote a supportive learning environment recognizing the need for an accepting social climate for students with prevalent medical conditions.



School Board

The LDSB will communicate, on an annual basis, the policies on supporting students with prevalent medical conditions to parents/guardians, school board staff, and others in the school community who are in direct contact with students (e.g., food service providers, transportation providers, volunteers). Policies and Plan of Care templates are available on the LDSB website.

The LDSB will also:

- Provide training/education and resources on prevalent medical conditions on an annual basis.
- Develop strategies that reduce the risk of student exposure to triggers or causative agents in classrooms and common school areas.
- Develop expectations for schools to support the safe storage and disposal of medication and medical supplies and communicate these expectations to schools and support schools in the implementation of the expectations.
- Communicate expectations that students are allowed to carry their medication and supplies to support the management of their medical condition, as outlined in their Plan of Care
- Consider PPM 161 and related board policies when entering into contracts with transportation, food service and other providers.
- Ensure at the time of registration there is a process for identifying students with prevalent medication conditions.

Liability

Individuals who provide emergency first aid to students are protected by legislation that prevents liability. Examples include the *Good Samaritan Act*, *Ryan's Law* (asthma) and *Sabrina's Law* (anaphylaxis).

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Supporting Students with Prevalent Medical Conditions



Legal References

PPM 161: Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes and/or Epilepsy) in Schools, 2018

Good Samaritan Act, 2001, Ontario Government

Sabrina's Law, 2005, Ontario Government

Ryan's Law, 2015, Ontario Government



Appendix A

Plan of Care – for Anaphylaxis, Asthma, Diabetes and Epilepsy

A Plan of Care is a form that contains individualized information on a student with a prevalent medical condition.

The following elements are included in Limestone Plans of Care:

- Preventative strategies to be undertaken by the school to reduce the risk of medical incidents and exposure to triggers or causative agents in classrooms and common school areas.
- Identification of school staff who will have access to the Plan of Care
- Identification of routine or daily management activities that will be performed by the student, parent(s)/caregiver(s) or staff volunteer(s), as outlined in the school board procedure, or by an individual authorized by the parent(s) or caregiver(s)
- A copy of notes and instructions from the students' health care professional, where applicable
- Information on daily or routine management accommodation needs of the student.
- Information on how to support or accommodate the student to be able to participate to their full potential in all school and school board activities.
- Identification of symptoms (emergency and other) and response, should a medical incident occur.
- Emergency contact information for the student
- Clear information on the school board emergency response procedures
- Details related to the storage and disposal of the students' prescribed medication(s)



and medical supplies, such as:

- Parental/caregiver permission for the student to carry medication and/or medical supplies.
- Location of spare medication and supplies stored in the school, where applicable
- Information on the safe disposal of medication and medical supplies
- Requirements for communication between the parent(s)/caregiver(s) and the principal or designate and/or school staff as appropriate.
- Parental/caregiver consent (at the discretion of the parent/caregiver) to share information on signs and symptoms with other students.

The Plan of Care for a student with a prevalent medical condition should be co-created, reviewed, and/or updated by the parent(s)/caregiver(s) in consultation with the principal or designate, designated staff and the student (as appropriate), during the first thirty school days of every school year and, as appropriate, during the school year. Health care provider information and signatures are optional.

Parents/caregivers have the authority to designate who is provided access to the Plan of Care. With authorization from the parents/caregivers, the principal or designate should share the Plan of Care with school staff who are in direct contact with students with prevalent medical conditions, and as appropriate, others who are in direct contact with student with prevalent medical conditions.