Collingwood School Medical Alert Policy DRAFT June 22nd 2007
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1.0 PURPOSE

To provide Collingwood School staff, parents and students with guidelines for the development of an emergency medical plan for students who have medical alert conditions.

To put procedures in place that minimizes the risk for these students,

To empower our school community to provide emergency life saving treatment in the event of an emergency.

2.0 DEFINITIONS AND CRITERIA

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2.0 DEFINITIONS AND CRITERIA: Cont,d

**Anaphylaxis:** is a severe life threatening allergic reaction caused by exposure to a trigger (allergen). Common allergen triggers are foods (e.g. nuts, milk, eggs, shellfish) insect stings, medications, exercise, and latex rubber.

**Adrenaline / Epinephrine “Epipen”** The emergency condition of anaphylaxis is treated with an injection of adrenaline, also known as epinephrine. People who are prone to anaphylaxis because of food or insect allergies carry an "Epi-pen" containing adrenaline in a hypodermic needle.

**Asthma:** is a chronic inflammation of the airways. It causes shortness of breath, tightness in the chest, coughing and wheezing. The symptoms can vary from person to person. The severity and duration of each flare up of symptoms can vary for a person. Allergic or non-allergic triggers may cause symptoms.

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Type 1 Diabetes is usually the one diagnosed in children. It occurs when the pancreas is unable to produce insulin, which is essential for ensuring that the body’s energy needs are met. This type of diabetes requires daily insulin injections and close monitoring of blood glucose levels. Meals, snacks and exercise are also very important in maintaining balance of blood glucose levels.

Type 2 diabetes usually develops in adulthood; however there are an increasing number of children being diagnosed. It occurs when the pancreas does not produce enough insulin or when the body does not effectively use the insulin that is produced.

**Epilepsy:** is a neurological condition that makes people susceptible to seizures. Seizures are changes in sensation, awareness, or behavior brought about by a brief electrical disturbance in the brain. These seizures vary from a momentary disruption of the senses to short periods of unconscious or staring spells to convulsions.

**Hemophilia:** is a genetic bleeding disorder that prevents blood from forming an effective clot. Found almost exclusively in men. It is characterized by delayed blood clotting and difficulty in controlling hemorrhage, even after minor injury.

**Emergency Medication:** refers to any prescribed medication as well as emergency food and juice for diabetic students.
3.0 ROLES & RESPONSIBILITIES

The primary responsibility for ensuring a safe school environment is with the parents, student and school staff.

3.1 Responsibility of Parent/Guardian

i. Inform the school of any health condition a child has which may necessitate emergency care during school hours “complete Medical Alert Information Sheet”.

ii. Review medical alert information with school Nurse annually.

iii. Notify school Nurse of any changes in the student’s health status during the school year.

iv. Provide “emergency medication” to school as prescribed by physician.

v. Renew the supply of emergency medication when depleted or expired.

vi. Provide the student with a medical alert identification bracelet/necklace

vii. Ensure that the student has emergency medication with him/her on field trips

viii. Participate in educating staff/students regarding their child’s medical alert condition.

ix. Participate in educating staff/students regarding their child’s medical alert condition.

3.2 Responsibility of Student

i. Inform school staff and friends of medical alert condition.

ii. Wear a medical alert identification bracelet/necklace.

iii. Inform school Nurse, staff or friends if feeling unwell.

iv. Participate in self care activities appropriate for age developmentally and physically

v. Avoid allergy triggers or other potentially harmful situations.

vi. Ensure emergency medication accompanies him/her on field trips
3.3 Responsibility of Administration / School Nurse

i. Request Medical information at the time of registration and annually thereafter.

ii. Compile a medical alert list.

iii. Ensure school Faculty and staff is aware of medical alert students by distributing medical alert list.

iv. Ensure a delegate is available to respond to students in case of emergency; review annually. Ensure all staff are aware of who the delegate is.

v. Ensure the student has emergency medication with him/her on field trips.

vi. Include transportation of emergency care plans and medications in the emergency evacuation plan.

vii. Follow-up with parents who do not complete proper paperwork and/or provide emergency medication (Appendix 4)

viii. Promote the parent/guardian’s role in providing up-dated health information to school staff.

ix. Support the school community in providing a safe environment for children who may require emergency medical management at school, this includes providing information/resources about specific medical conditions, health education on emergency procedures, use of medications and consultation regarding emergency medical management.

4.0 PROCEDURE FOR COMPILING MEDICAL ALERT LIST

4.1 The School Nurse will Identify students to be included on the Medical Alert List

i. Parents/Guardians of students with a potential life threatening medical condition are required to complete a Medical Alert Information Sheet (Appendix 1)

ii. The Medical alert information sheet will indicate the Students Medical Condition, Doctor’s orders re: emergency intervention and medications Emergency contact numbers, Care card Medical/ Insurance numbers, The form must be signed by a Physician, Parent/Guardian and by the student (when in Middle and Senior School)
iii. Returning students and new registrations will receive:

- A Collingwood School Health Form (Appendix 1)
  Parents/Guardians are instructed to return completed form prior to start of school

- A Medical Alert Information Sheet (Appendix 2).
  Parents/guardians are instructed to complete the Medical Alert Information Sheet
  when they have indicated a life threatening medical condition on the Health Form. Both forms are submitted at registration.

iv. Students on the Medical Alert List are required to submit a new Medical Alert Information Sheet yearly and when there is a change in the plan of care

v. New Students with Medical Alert Conditions and Returning Students with newly diagnosed Medical Alert Conditions are required to meet with the school nurse prior to the start of school.

4.2 Develop Medical Alert List

i. The School Nurse will review all medical forms for life-threatening medical conditions (as defined under section 2.0), Review previous years list, Compile new Medical Alert Information List.

ii. The School Nurse will attach the current school photograph to the Medical Alert Information Sheets,

iii. A copy of each student’s Medical Alert Information Sheet is available in the Staff Lounge and the Nurses Office,

iv. The Medical Alert List is distributed to Faculty and Staff

4.3 Distribute Medical Alert List

i. The list is distributed to Faculty and Staff by e-mail with instructions to Faculty that the list must also be available to the teacher on call (TOC).

ii. Reference copy is kept in the Nurses office, staff lounge and Emergency Medication Container & Emergency Bunker.
5.0 EMERGENCY MEDICATIONS USE, ORGANIZATION & STORAGE

a) Emergency Medication is **to be used for prescribed student only**

b) Emergency Medication & Medical Alert Information Sheets are **to be taken on ALL school trips and Emergency Evacuations**

c) Students who carry their own medication are required to also have a back-up dose in the Nurses office.

d) Each medication is **clearly** labeled with pharmacy, student name and expiry date.

e) Food for diabetic students to be also clearly labeled with student name

f) A zip-lock bag or envelope is clearly labeled for each medical alert student

g) A copy of the Medical Alert Information Sheet plus labeled emergency medication or emergency snacks are placed in the bag/envelope.

h) The envelopes/zip lock bags are then organized in a container, in alphabetical order by students last name

6.0 STAFF EDUCATION

a) The school nurse will conduct teaching sessions for staff at the start of each school year. Teaching is reinforced as necessary during the year e.g. new staff, teachers on call (TOCs).

b) Teaching sessions will include *Management of Anaphylaxis, Epipen demonstration, Diabetic crisis, Asthma, Seizure management plus case specific teaching as required*

c) Parents of medical alert students may be included in this teaching when available and appropriate. as needed.

d) **Confidentiality is reinforced during all teaching sessions.**

7.0 REFERENCES


Appendix 1
Collingwood Health Form
Appendix 2
Collingwood Medical Alert Information Sheet
Appendix 3

Letter to Parent / Guardian of Student on Medical Alert List

Date

Dear Parent/Guardian of: ____________________________

Your child is currently on/or requires being on, the medical alert list at school. The purpose of the medical alert list is to communicate a student’s life threatening condition and their needs to school staff to ensure their safety should a medical emergency arise.

The primary responsibility for ensuring a safe school environment for each child with a life threatening condition is with the parent, student and school staff.

In order to ensure a safe school environment we ask the parents and students to agree to the following responsibilities:

Parent/Guardian

- Complete the medical alert information sheet with doctor instructions and signatures (see attached) and return to the School Nurse by August 30th 2007
- Supply the school with medication and replace when expired or depleted
- Provide your child with a medic alert bracelet
- Review medical alert information with school staff annually (especially classroom teachers)
- Notify the school staff of any changes in the student's health status during the school year
- Participate in educating staff/students regarding your child’s medical alert condition
- Ensure that your child has emergency medication with him/her on field trips

Student

- Participate in self-care activities as appropriate for age
- Wear a medic alert identification bracelet/necklace
- Inform school staff and friends of medical alert condition
- Avoid allergy triggers or other potentially harmful situations

If you have any questions or concerns, or require further information please do not hesitate to give me a call between 8am and 5pm at 604-925-3331 ext.

Sincerely,

School Nurse
Appendix 4

No Response – Letter to Parent

Date:

Dear Parent,

It has come to my attention that we have not received the appropriate completed paperwork regarding your child’s medical condition and his/her possible need for medication should a medical emergency arise. It is imperative that we speak with you to ensure a safe school setting for your child.

If you have not received the documentation Please call and I will forward the required documentation by return.

If we do not hear from you, your child will be on the medical alert list; however, if he/ she should require emergency medical attention our course of action will be to call 911.

Your prompt attention to this matter is appreciated

If you have any questions or concerns, or require further information, please do not hesitate to give me a call between 8am and 5pm at 604-925-3331 ext. 2023.

Sincerely,

School Nurse
Appendix 5

Letter to Faculty and Staff

Date

Dear Faculty and Staff

Please find attached: List of Students with Life Threatening Allergies and Medical Conditions.

The students on this list have a medical condition that requires an immediate response at school. This list is as complete as possible at the time of printing. If additional information is received, an addendum will be sent to you. A medical Alert Information sheet with photograph and Emergency Action Plan for each student will be placed in the Faculty Lounge and a copy is also available in the Nurses Office.

Please familiarize yourself with the health conditions and care required for these students – especially those students in your class. In the event of an emergency, Alert the school Nurse and follow the directions provided on the Medical Alert Information sheet.

Medications and Emergency diabetic snacks for students are located in the Nurse Office or with the student

Emergency Diabetic snacks are also available at reception. Epipens are available in the Gym, Cafeteria, Nurses Office and Collingwood School Buses

Advisors please remind your students to:
- Visit Nurses office ASAP on return to school.
- Return the Medical Alert Information Forms if they have not already done so Failure to return this information will delay the process of posting the updated information
- Students with Anaphylaxis Please supply Nurse with Emergency Medications i.e. Epipen, Benadryl, Ventolin,
- Diabetic students Please supply Nurse with Glucagon, Diabetic Snacks and juices

This information is strictly confidential and is not to be released to anyone outside of the staff. It should be kept in a place that is easily accessible to teachers on call (TOCs).

Please destroy any previous lists.

If you have any questions or concerns or require further information, please do not hesitate to give me a call between 8am and 5pm at 604-925-3331 ext.

Sincerely,

School Nurse
Appendix 6

Letter to Parent / Guardian re: Health forms – New Students

Dear Parents

Please find attached:

1. Collingwood School Health Form
2. Medical Alert Information Sheet
3. Health Information Package.

Collingwood School Health Form:
All new registrants are required to complete the school health form prior to admission

Medical Alert Information Sheet:
Required when your child has a **medically diagnosed life threatening health condition** which may require emergency care at school. These conditions include, but are not limited to, Anaphylaxis, Severe Asthma, Diabetes Seizure disorder, blood clotting disorder or serious heart condition.

You are required to complete this form prior to the start of school, annually or when there is a change in your child’s medical condition or treatment.

Please return the forms to school on or before August 30 2007.

Health Information Package:
This information package will answer many of your questions regarding our School Health Policy and Procedures.

If you have any questions or concerns, or require further information, please do not hesitate to give me a call between 8am and 5pm at 604-925-3331, extension , from August 28, 2007.

Sincerely,

School Nurse
Appendix 7

Letter to Parent/ Guardian re: Health Forms – Returning Students

Dear Parents

Please find attached:

4. Collingwood School Health Form
5. Medical Alert Information Sheet
6. Health Information Package.

**Collingwood School Health Form:**
Please complete, even if you have completed a similar form in the past. We are currently updating our medical information system and would very much appreciate your support. Please complete all sections of the form; this data is then transferred to our database.

Once we have your child’s entire medical history on file, we have the ability to print a report which will give us MSP, emergency contact numbers, allergies, medications etc. This will alleviate the need to complete a new form and submit the same information every time your child is involved in a school trip or event.

**Medical Alert Information Sheet:**
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School Nurse
Appendix 8: Included in Health Information Package

Healthy “Nut Free” Lunches, Snacks and Party Treats

Collingwood is a Nut Free School.
A number of our students have life-threatening allergies to all nuts. The only way to provide a safe environment for these students is to make our school a” Nut Free Zone”. To do this we need everyone’s co-operation.

Please check the ingredients of all foods your children bring to school. Our concern is for foods where peanuts or nuts might be a “hidden ingredient” and where cross contamination may occur. A microscopic amount of nuts or nut oil can provoke a life-threatening event in susceptible individuals.

Thank you for assisting us in our efforts to create as safe an environment as possible. We recognize that this can cause difficulty when packing your child’s lunch, sending snacks or planning treats for your child’s classroom hence we have established some guidelines and suggestions for healthy treats and snacks. Parents are encouraged to follow the Collingwood School Healthy Eating Guidelines when planning room parties.

1. No peanuts, peanut butter treats or nut products are allowed in the classrooms to protect our students with severe allergies.
2. Each student should be able to participate in classroom celebrations. Please accommodate dietary restrictions for students in each classroom.
3. Classroom treats should reflect moderation (one single portion of food with high fat or sugar content) or balance (a selection of treats that are a balance of nutritive versus non-nutritive).
4. The distribution of foods of minimal nutritional value is discouraged at school. This includes carbonated soft drinks, hard candy, chewing gum, slurpees, and chips.
Appendix 9: Included in Health Information Package

Medical Alert Conditions Policy Sheet

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xv. Provide the student with a medical alert identification bracelet/necklace

xvi. Ensure that the student has emergency medication with him/her on field trips

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