



Procedure Section: **School Administration**

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Procedure: **Prevalent Medical Conditions**

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PROCEDURE

PREVALENT MEDICAL CONDITIONS

Roles and Responsibilities

1. Parent(s)/Guardian(s) of children with prevalent medical conditions.

As primary caregivers of their child, parent(s)/guardian(s) are expected to be active participants in supporting the management of their child's medical condition(s) while the child is in school. At a minimum, parent(s)/guardian(s) should:

- a) Educate their child about their medical condition(s) with support from their child's health care professional, as needed;
- b) Have the proper identification on the student at all times (i.e., Medica Alert Bracelet);
- c) Provide, in advance, supplies or equipment for any treatment required in a life-threatening situation;
- d) Guide and encourage their child to reach their full potential for self-management and self-advocacy;
- e) Inform the school of their child's medical condition(s) and co-create the Plan of Care for their child with the Principal of the Principal's Designate;
- f) 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 the medical condition(s), to the Principal or the Principal's Designate;
- g) Confirm annually to the Principal or the Principal's Designate that their child's medical status is unchanged;
- h) Supply their child and/or the 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;
- i) Seek medical advice from a Medical Doctor, Nurse Practitioner, or Pharmacist, where appropriate.

Cross References:

Ontario Reg PPM 161 / PPM 81

Sabrina's Law

Ryan's Law

Policies:

312 Administration of Medication & Medical Procedures to Students in Schools

327, Prevalent Medical Conditions

401, School-Student Activities Outside the Classroom

Procedure:

312 Administration of Medication & Medical Procedures to Students in Schools

401, School – Student Activities Outside the Classroom

Date Adopted: 08/03/2022

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2. 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:

- a) Take responsibility for advocating for their personal safety and well-being that is consistent with their cognitive, emotional, and physical stage of development and their capacity for self-management;
- b) Participate in the development of their Plan of Care;
- c) Participate in meetings to review their Plan of Care;
- d) Carry out daily or routine self-management of their medical condition(s) to their full potential as described in their Plan of Care (i.e., carry their medication and medical supplies);
- e) Set goals on an ongoing basis for self-management of their medical condition, in conjunction with their parent(s)/guardian(s), and health care professional(s);
- f) Communicate with their parent(s)/guardian(s), and school staff if they are facing challenges related to their medical condition(s) at school;
- g) Wear medical alert identification that they and/or their parent(s)/guardian(s) deem appropriate;
- h) If possible, inform school staff and/or their peers if a medical incident or a medical emergency occurs.

3. School Staff

School staff should follow the school Board's policies related to supporting students with prevalent medical conditions in schools:

- a) Review the contents of the Plan of Care for any student with whom they have direct contact;
- b) Participate in training on prevalent medical conditions, at a minimum annually, as required by the School Board;
- c) Share information on a student's signs and symptoms with other students if the parent(s)/guardian(s) give consent to do so, and as outlined in the Plan of Care;

- d) Follow school Board strategies that reduce the risk of student exposure to triggers or causative agents in classrooms, common school areas, and extracurricular activities, in accordance with the student's Plan of Care;
- e) 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;
- f) Support inclusion by allowing students with prevalent medical conditions to perform daily, or routine, management activities in a school location (i.e., classroom, gymnasium, library, schoolyard, field trip, etc.), as outlined in their Plan of Care, while being aware of confidentiality and dignity of the student;
- g) Enable students with prevalent medical conditions to participate in school to their full potential, as outlined in their Plan of Care;
- h) Respond to medical incidents and/or medical emergencies that involve students with prevalent medical conditions (i.e., immediate response, including use of emergency medication, and monitoring and/or calling Emergency Medical Services etc.). The response should also align with the Plan of Care established for the student.
- i) When a student with a Plan of Care/Life-Threatening Management and Prevention Plan is attending a field trip, a copy of the plan shall accompany the teacher when a class excursion occurs. Any supplies and equipment, as identified in the plan, shall be taken by the teacher.

4. School Principal

The school Principal shall:

- a) Communicate prevalent medical conditions and other life-threatening situations to school Board staff (including education assistants, itinerant and occasional teachers, bus operators, lunch supervisors), and others in the school community who are in direct contact with students (i.e., food service providers, transportation providers, volunteers, etc.). Principals shall communicate within their schools through ongoing communication and appropriate measures (i.e., signage indicating types of allergies within the school). This communication is intended to reduce the risk of exposure to prevalent medical condition(s) triggers or causative agents in classrooms, common school areas, and during extra-curricular, activities, in accordance with the student(s)' Plan of Care/Life-Threatening Management and Prevention Plan. Signage shall be visibly posted at all entrances to the school and throughout the school as necessary. Sharing such information must comply with the Municipal Freedom of Information and Protection of Privacy Act;

- b) Ensure annual training takes place for all staff and, where applicable, for volunteers, on dealing with life-threatening conditions (i.e., allergies, asthma, etc.);
- c) Establish and maintain a school Plans of Care for the four prevalent medical conditions or, in accordance with Provincial Legislation, use the Life-Threatening Management and Prevention Plan (Form C1 and C2) for all other life-threatening conditions;
- d) Ensure a Plan of Care or a Life-Threatening Management and Prevention Plan (Form C1 and C2) is completed and reviewed annually for each student who is considered to be at a high risk with respect to a life-threatening situation. The Plan of Care or Life-Threatening Management and Prevention Plan will allow the Principal, school staff, parent(s)/guardian(s), bus operators and drivers, to have access to procedures in order to deal with an emergency situation. The plan is developed with appropriate input from parent(s)/guardian(s), school staff, public health nurse, and communicated to appropriate staff, bus operators, and occasional teachers;
- e) For every student with a prevalent medical condition (anaphylaxis, asthma, diabetes, epilepsy) ensure that the parent(s)/guardian(s), in consultation with their health care professional, develop the appropriate Plan of Care (Form C3, C4, C5, C6) and share with school staff who have regular contact with the student.
- f) maintain a Student Medical File of current treatment and other information for each pupil with a prevalent medical condition/Plan of Care, including a copy of any notes and instructions from the pupil's health care professional, and a current emergency contact list;
- g) work with school staff and families to identify and minimize asthma, anaphylaxis, diabetes, and epilepsy triggers in the school setting;
- h) ensure safe storage and disposal of medication and medical supplies;
- i) be able to access information on anaphylaxis, asthma, diabetes, and epilepsy in the schools via the Public Folders – Safe & Supportive Schools – Prevalent Conditions.

5. School Boards

The school Board will:

- a) Make available Plan of Care templates;
- b) Provide training and resources on prevalent medical conditions on an annual basis;
- c) Develop strategies that reduce the risk of student exposure to triggers or causative agents in classrooms and common school areas;



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- d) 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;
- e) Consider prevalent medical conditions when entering into contracts with transportation, food services, and other providers.