

Medical Alert Management Guidelines

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BACKGROUND

There are students in school who may have a physician diagnosed, potentially life-threatening medical condition, and may require emergency care by school staff. This is referred to as a Medical Alert Condition. The purpose of this document is to provide parents/guardians, students, administrators and school staff with guidelines for the development of the Medical Alert List and for managing the emergency plans for life-threatening medical conditions. Parents/guardians, students and staff all have a shared responsibility for keeping students safe at school.

Guide to Medical Alert Conditions For Schools

Medical Condition	Description	Emergency Plan	Training	Vancouver Coastal Health Contact
Anaphylaxis (see Policy 304: Anaphylaxis and the Administrative Procedures)	Previous severe allergic reaction(s) which required or may require emergency care and use of Epinephrine (EpiPen). Does not include mild allergies that do not require urgent intervention or allergies to medications.	Anaphylaxis Emergency Plan	Training for all school staff (yearly)	School Public Health Nurse
Asthma	Previous asthma episode(s) requiring immediate medical treatment. Does not include controlled, stable asthma (needing rescue inhaler less than once per week).	Asthma Emergency Plan	None	School Public Health Nurse
Diabetes	Requiring support at school	Diabetes Support Plan and Medical Alert Information (pages 1&2)	Individual Care Plan, Training and Delegation for staff designated to provide extra support for student	Nursing Support Services Referral Process
	Students with Diabetes who require the assistance of school staff for blood glucose monitoring and/or insulin administration.	Nursing Support Services delegated care plan	All staff review Taking care of Diabetes at School online module	
	Independently managed	Diabetes Support Plan and Medical Alert Information (pages 1-3)	All staff review Taking care of Diabetes at School online module	Nursing Support Services Referral Process
	Students with Diabetes who independently manage their diabetes care at school (e.g. blood sugar testing, insulin injections).			

Diabetes	Who request glucagon at school			
	Students with Diabetes whose parents have requested that glucagon be administered as an Emergency treatment in the event of severe low blood glucose.	Diabetes Medication Administration Form	Designated school staff trained (yearly)	School Public Health Nurse
Seizures	With Rescue Medication			
	Ongoing seizures that require first aid AND emergency rescue medications (e.g. Midazolam). Does not include one-time seizure more than 12 months ago.	Nursing Support Services delegated care plan	Individual Care Plan, Training and Delegation for staff designated to provide extra support for student	Nursing Support Services Referral Process
	Without Rescue Medication			
	Ongoing seizures that require first aid only. Does not include one-time seizure more than 12 months ago.	Seizure Emergency Plan	Training for all school staff (yearly)	School Public Health Nurse
Other Conditions Requiring Emergency Care	Conditions that are potentially life-threatening or may require emergency support. For example: heart conditions that may require emergency intervention; blood clotting disorders that require immediate medical care in the event of injury (e.g. haemophilia).	Generic Care Plan To be filled in by parent (Public Health Nurse is available for support and clarification)	As needed, can consult with family and Public Health Nurse	School Public Health Nurse

ROLES & RESPONSIBILITIES

As per [Policy 303: Student Health Services and Medication Management](#), the Board will cooperate actively with parents/guardians, public health services, and other social agencies to foster the good health and well-being of students.

PARENT/GUARDIAN RESPONSIBILITIES

- Provide the school with accurate and timely information about your child's Medical Alert Condition, both at the time of registration and any time there is a change in the student's emergency plan or care.
- At the beginning of the school year:
 - Complete and return the appropriate parent/guardian and physician-signed [Medical Alert forms](#).
 - Meet with designated school staff on an annual basis to confirm emergency plan.
 - Provide required medications and determine with the school where and how these should be stored and administered. Ensure that the medications have not expired.
 - Inform school staff if your child has the demonstrated maturity to carry and self-administer their own medication.
- Ensure your child wears a Medical Alert bracelet/necklace.

PRINCIPAL OR DELEGATE RESPONSIBILITIES

- Inform the school community (parents/guardians, staff, etc.) of the school district's policies, procedures, and intent to provide a safe environment for all students with Medical Alert Conditions.
- Provide access to the appropriate [Medical Alert forms](#) with instructions to return to the school office.
- Meet with the parent/guardian to review the Medical Alert Condition emergency plan for the student. This is essential for new and newly diagnosed students with life-threatening medical conditions. An annual review of the Medical Alert emergency plan should also occur (if no changes to the medical condition/emergency plan, the parent/guardian may initial and date the emergency plan. Meet with the teacher to review the Medical Alert Condition emergency plan for the student.
- Ensure appropriate staff are aware of the Medical Alert List.
- Consult with the Public Health Nurse for training for school staff (e.g., use of an auto-injector, how to manage anaphylaxis, glucagon administration for diabetic student).

SCHOOL STAFF RESPONSIBILITIES

- Be familiar with students who have Medical Alert Conditions in your school/classroom. Be familiar with the student's Medical Alert emergency plan and location of emergency medication.
- Maintain and update the Medical Alert List (annually and as required throughout the year).
- Receive training offered through the school/Public Health regarding Medical Alert Conditions, anaphylaxis prevention and management, diabetes care and emergency treatment, etc.
- Inform the teacher teaching on call (TTOC) of students in their classroom with Medical Alert Conditions, emergency plans, and location of emergency medication.

For student(s) with Anaphylaxis:

- Create an "allergy aware" classroom (or school if appropriate) for the student(s) with Anaphylaxis. Refer to the [School Activities and Food Allergens Resource Website](#) for guidelines. As needed, consult with the Public Health Nurse.

For field trips/extra-curricular activities:

- Bring a copy of the Medical Alert List, Medical Alert emergency plans, and appropriate medical supplies/medication as required.
- Ensure that you have a way to contact emergency response if needed (e.g., cellphone).
- Inform supervising adults/chaperones of students with Medical Alert Conditions and Medical Alert emergency plans.

STUDENT RESPONSIBILITIES

- Be aware of your Medical Alert Condition.
- Let an adult know if you think you might be experiencing a medical emergency.
- For mature students (age-appropriate) follow the Medical Alert emergency plan.
- Wear a Medical Alert bracelet/necklace.

ROLE OF PUBLIC HEALTH NURSE AND/OR NURSING SUPPORT SERVICES

- Act as a consultant to the school community in their effort to provide a safe environment for children and youth who may require emergency medical management at school (Medical Alert Conditions).
- Provide information/resources about specific medical conditions.
- Offer health education on emergency procedures/responses and use of medications.
- Provide student-specific training as required by their Medical Alert emergency plan (or care plan for Students with Special Needs).
- Assist with “allergy awareness” education for the school community.

PROCEDURES FOR COMPILING AND MAINTAINING THE MEDICAL ALERT LIST

Maintaining the Medical Alert List is the responsibility of the school. Each school has their own preferred method of maintaining the Medical Alert List. The following are suggested procedures:

The Principal determines the school staff member who will be responsible for maintaining the Medical Alert List. The Medical Alert list must be updated on an annual basis at the beginning of the school year and as needed throughout the year as required.

PROCEDURE FOR COMPILING MEDICAL ALERT LIST

Identify Students to be Included on the Medical Alert List:

1. Review the Medical Alert List from previous year.
2. Review all new student registrations/transfers for Medical Alert Conditions.
3. Review incoming grade 8 students for Medical Alert Conditions (obtain this from the elementary school).
4. Collect Medical Alert information from parents.

Students with Special Needs who have Medical Alert Conditions will be identified by the Nursing Support Services nurses; information to be added to the Medical Alert List will be sent to the school. Nursing Support services will contact the school directly.

Contact Parent/Guardian:

Contact must be made annually with the Parent/Guardian regarding the Medical Alert Condition. Most information can be gathered through school district forms.

1. Acknowledgement of Medical Alert Forms;
2. Clarification of medical information if necessary;
3. Notification about student on Medical Alert List;
4. Notification about student photo on Medical Alert List;
5. Confirming medication is provided and current at the school;
6. Re-confirmation with returning students as required.

Update MyEd:

1. Enter information from individual Medical Alert emergency plans to MyEd as a Medical Alert:
 - a. Login to MyEducation BC
 - b. Ensure you are in School view

- c. Student top tab > locate student > open student record
- d. Go to the Alerts sub tab
- e. To add a life threatening medical alert, click Add in the medical section of the page
- f. Enter a description and click OK
- g. Click Save on the student record.

2. Ensure clarity and consistency of information.

Note, if the medical condition is not life threatening and/or is NOT one of the medical conditions listed at the top of this document, the alert should be entered as “Other” alert.

Develop and Maintain Medical Alert List:

1. You may wish to use the [School Emergency Medical Alert List – Template](#) or create your own.
2. Run the Student Medical Alert Report from MyEd (Student > Reports > Other Jurisdiction > Student Alerts > Medical). Print the report as .csv format if you wish to copy the information from this report into your Medical Alert List.
3. Place a copy of the Medical Alert List in the appropriate classrooms and designated areas. It should be kept in areas which are accessible to staff, while respecting the privacy/confidentiality of the students.
4. Determine a safe unlocked storage area during school hours for medication. Keep an updated copy of the Medical Alert List with the medications. The medical list and medication should be easily transported if case of a school evacuation.
5. Determine the level of education awareness required for the classroom and/or school population.
6. Consult with the Public Health Nurse to review the Medical Alert List as needed (i.e., if unsure if a student meets criteria to be on the Medical Alert List, complex health needs etc.)

Organize Emergency Medications:

For those students who carry their own medication, or keep it in the classroom, it is recommended that there be a back-up dose in the school office. It is not recommended that students in the primary grades carry their own medication. The Medical Alert List must clearly state where the student’s emergency medication is located in the school.

1. Medication must be clearly labelled with the original pharmacy label, student name and expiry date. Rescue fast-acting sugar (e.g., juice, etc.) for students with diabetes should be clearly labelled with student name.
2. Label a clear zip-lock bag (or large envelope) for each Medical Alert student to store a copy of completed Medical Alert emergency plan and required medication.
3. A copy of the complete Medical Alert List should be stored with the medication.

NOTE:

- Medical Alert emergency plans, care plans and medications should be taken on field trips and school evacuations.

Advise Staff:

Staff (including casual/TTOC/volunteers) must be made aware of any student with a life threatening medical condition.

School Emergency Medical Alert List - Template

School: _____

Date: _____

REFER TO FRONT OFFICE FOR STUDENTS INDIVIDUAL CARE PROTOCOL

	Picture ID	Medical Alert	Symptoms	Plan of Action
Name				
Grade				
Room				
Teacher				
Name				
Grade				
Room				
Teacher				
Name				
Grade				
Room				
Teacher				

MEDICAL ALERTS

School Name:	
Year:	

To: All Staff

From: Principal

Date:

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.

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, please follow the directions provided in the “Medical Alert Emergency Plan”.

Medications for students are located in the main office unless otherwise indicated. All students' medications and food (e.g. fast acting sugar for students with diabetes) are clearly labelled and are to be administered to that individual student only.

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 teaching on call (TTOCs).

Please destroy any previous list(s).

Insert Signature

ADDITIONAL RESOURCES

Food Allergy Canada (formerly Anaphylaxis Canada) <http://foodallergycanada.ca/>

Food Allergy Canada educates, supports and has resources to support individuals and communities to promote allergy aware environments. Some examples to support school environments include:

Sample Posters and Back to School checklist, online learning for Educators:
<https://my44.sd44.ca/Schools/schoolhealth/medicalalert/Pages/default.aspx>

Allergy Asthma Information Association (AAIA): <http://www.aaia.ca/>

The AAIA provides resources to promote safer environments and improve quality of life for Canadians affected by allergy, asthma, and anaphylaxis by empowering individuals and providing education, leadership, and a national voice.

- **Anaphylaxis in Schools and Other Settings:**
http://www.aaia.ca/en/Anaphylaxis_3rd_Edition.pdf

Ministry of Education – Diabetes Resources and Support

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/safe-caring-and-orderly-schools/diabetes>

Vancouver Coastal Health, North Shore:

- **School Nurse: 604-983-6700**
- **School Health Manual:** <http://www.vch.ca/public-health/children-youth-schools/school-health/north-shore-school-health-manual>
- **Section # 12** – Medical Alerts & Allergies info North Shore schools

<http://www.vch.ca/public-health/children-youth-schools/school-health/north-shore-school-health-manual/medical-alerts-allergies-info-north-shore-schools>

- ✓ Sample posters: i.e. Nut Aware Classroom
- ✓ Management of anaphylaxis in schools and facilities
- ✓ Allergy Aware School and Childcare Settings: Tips for Parents