

Procedure Title	Medical Emergency - Written Plan		
Date of Issue	May 23, 2002	Related Policy	BP 6802-D
Revision Dates	November 14, 2012; August 26, 2015; August 22, 2018	Related Forms	AF 6805
Review Date		Originator	Administrative Council
References			
Municipal Freedom of Information and Protection of Privacy Act; Policy/Program Memorandum No. 161 'Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) in Schools'			

1.0 RATIONALE

- 1.1 Bluewater District School Board recognizes that some students are at risk for medical emergencies. The following procedure will assist administrators in developing an appropriate process to deal with a medical emergency.

2.0 PROCEDURE

- 2.1 The board recognizes that some students are at a high risk with respect to life-threatening situations. These students include, but are not limited to:
- a) those who experience severe allergies and anaphylactic shock
 - b) those prone to severe asthma
 - c) those prone to seizures
 - d) those with diabetes
 - e) those who are medically fragile.
- 2.2 Principals shall ensure that staff members (including educational assistants, occasional teachers, bus operators, lunch supervisors and other authorized personnel) are made aware of high risk students in the school. In sharing such information, principals must comply with the *Municipal Freedom of Information and Protection of Privacy Act*.
- 2.3 A "Medical Problems (Critical) – Request for Assistance/ Medical Emergency - Written Plan (Administrative Form AF 6805) must be completed and reviewed annually for each student who is considered to be at a high risk with respect to a life-threatening situation.
- 2.4 The Medical Emergency - Written Plan form (AF 6805) will allow the principal, school staff, 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), school staff and appropriate health care professionals and is to be forwarded to appropriate staff, bus operators, transportation department and occasional teachers.
- 2.5 The parent/guardian of a high risk student should be strongly encouraged to have the proper identification on the student at all times (i.e. MedicAlert bracelet) and is responsible for providing, in advance, sufficient quantities of medication and supplies in their original, clearly labelled containers (see 2.5(a)), as directed by a health care professional and as outlined in the Medical Emergency – Written Plan (AF 6805), and track the expiration dates if they are supplied.
- a) *In Ontario, the labelling requirements (i.e., identification markings on a container in which a drug is dispensed) are set out in section 156(3) of the Drug and Pharmacies Regulation Act, R.S.O. 1990, c. H.4.*
- 2.6 When supplies or equipment are entrusted to the principal, they shall not be used until instructions have been received in writing from the parent/guardian or qualified medical authority.