

BRAEMAR HOUSE SCHOOL

POLICY AND PROCEDURE

14.24 PREVALENT MEDICAL CONDITIONS POLICY

BACKGROUND

At Braemar House School, the safety of our students is of the utmost concern, as well as ensuring the school is an inclusive, safe and welcoming learning environment for all students. This policy is based on the Ontario Ministry of Education's Policy/Program Memorandum No. 161, ***Supporting Children and Students with Prevalent Medical Conditions***. The four Prevalent Medical Conditions outlined in that Memorandum are: Anaphylaxis, Asthma, Diabetes and/or Epilepsy.

To promote the safety and well-being of students, the Ministry of Education expects all schools to develop and maintain a policy to support students in school who have a Prevalent Medical Condition, as these medical conditions have the potential to result in a medical incident or a life-threatening medical emergency.

REFERENCE TO RELATED POLICIES

14.7 Medications & First-Aid

14.8 Accidents/Medical Emergencies

14.9 Allergies

REFERENCE TO PREVIOUS POLICIES

Prior to this policy, Braemar House School had the following policies: 1) 14.2 Ryan's Law Asthma Policy and 2) 14.9 Allergies & Anaphylactic Policy. These policies dealt with two of the four Prevalent Medical Conditions. This policy has replaced 14.2 to create 14.24 Prevalent Medical Conditions and 14.9 has been changed to Allergies.

POLICY

Supporting students with Prevalent Medical Conditions in schools is complex and requires a whole-school approach. At Braemar House School, supporting students with Prevalent Medical Conditions will include the following goals:

- To support students with Prevalent Medical Conditions to fully access school in a safe, accepting and healthy learning environment that supports well-being
- To 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.
- To support parents in feeling confident that their child is safe at school and during school related activities, and has the same opportunities as other students
- To create a collaborative approach with the student, parents, Executive Director, Principal, school staff and health care professionals, to ensure a

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full understanding of the prevalent medical conditions, supports, clarity of roles and communication associated with the student's Plan of Care

- To ensure the appropriate staff 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

DEFINITIONS

Anaphylaxis - is a sudden and severe allergic reaction, which can be fatal, requiring medical emergency measures to 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 seizure disorder or by many people as convulsions.

ROLES AND RESPONSIBILITIES

As stated previously, supporting students with Prevalent Medical Conditions in schools is complex and requires a team approach. The roles and responsibilities of all involved is outlined below and will be communicated to families with enrollment contracts (in the Parent Student Handbook) and annually at the start-up of the school year in the end of August correspondence and the Manila Envelope that goes home on the first day of school.

a) Parents of Children with Prevalent Medical Conditions

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

- Educate their child about their medical conditions(s) with support from their child's health care professional
- Guide and encourage their child to reach their full potential for self-management and self-advocacy
- Inform the school of their child's medical conditions and help create the Plan of Care for their child. This should be done annually by informing the school through the documentation sent home in the Manila Envelope and then assisting with the creation of the Plan of Care
- Communicate changes to the Plan of Care, including changes to the status of the condition and the child's ability to manage the condition

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- Confirm annually that the child's medical status is unchanged
- Participate in meetings to review their child's Plan of Care
- Supply 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 health care professional where appropriate

b) 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. In consultation with our local Health Unit Nurse and Healthy School Committee, Braemar House School recommends that students in Grade 6 or above 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 ongoing basis for self-management of their medical condition, in conjunction with their parent(s) and health care professional (s)
- Communicate with their parent(s) and school staff if they are facing challenges related to their medical condition (s) at school
- Wear medical alert identification that they and/or their parent (s) deem appropriate
- If possible, inform school staff and/or their peers if a medical incident or a medical emergency occurs

c) School staff

- Review the Plan of Care for any student with whom they have direct contact
- Participate in training annually. At Braemar House School, this is part of the August Professional Development Day
- Share information of a student's signs and symptoms with other students, as outlined in the Plan of Care and authorized by the Executive Director in writing

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- Follow strategies to reduce the risk of student exposure to triggers or causative agents in classrooms, common school area, and extracurricular 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
 - Support inclusion by allowing students with Prevalent Medical Conditions to perform daily or routine management activities in a school location, 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
- d) Principal, at Braemar House School, this role is done by the Executive Director. In addition to duties outlined under "School Staff", the Executive Director will:
- Clearly communicate to parents and appropriate staff the process for parents to notify the school of their child's medical condition, as well as the expectation for parents to co-create, review and update a Plan of Care with the Executive Director.
 - At registration
 - In the manila envelope sent home during the first week of school
 - When a child is diagnosed and 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 parents in consultation with school staff (as appropriate) and with the student (as appropriate)
 - Maintain a file with the Plan of Care and supporting documentation for each student with a Prevalent Medical Condition – *this file will be in the main office for privacy, and located with the other student information*
 - 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, other staff who will be in direct contact with the student), and provide any revisions that are made to the Plan of Care. This will be done at the beginning of the school year, as we start up and as the Plan of Care changes or staff changes
 - Communicate with parents 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

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- e) Executive Director. Braemar House School will communicate, on an annual basis, our policy on supporting students with Prevalent Medical Conditions to parents, staff and others in the community who are in direct contact with students (e.g. food service providers, transportation providers, and volunteers). This happens in August and via the Manila Envelope. Our Prevalent Medical Conditions Policy **and Plan of Care Template will be available on our Website and Braemar Broadcast.**

We will also:

- Provide training and resources on Prevalent Medical Conditions annually. This will be done at our August Professional Development Day
- Develop strategies that reduce risk of student exposure to triggers or causative agents in classrooms and common school areas
- Ensure the safe storage and disposal of medication and medical supplies
- 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 this policy when entering into contracts with transportation, food service and other providers

PLAN OF CARE

A template Plan of Care for each Medical Condition has been created (see Appendix) and will be used to create an individualized Plan of Care for each student with a Prevalent Medical Condition. This plan is created annually. The Plan of Care will be co-created, reviewed and/or updated by the parents in consultation with the Executive Director and the Plan of Care will be shared with staffs that are in direct contact with students with Prevalent Medical Conditions and others who are in direct contact with the student.

COMMUNICATION STRATEGIES/PRIVACY AND CONFIDENTIALITY

General communication at the beginning of the school year regarding the Prevalent Medical Conditions Policy will be sent through the Braemar Broadcast and Manila Envelope. It will also be on our website. All staff will receive training in August of each year and be aware of students with a Prevalent Medical Condition. All staff that are directly in contact with students with a Plan of Care will have a session to review the Plan. They will also have a copy of the Plan of Care that is provided in an orange duo tang and labeled.

There must be a balance of ensuring the information is accessible in an emergency and maintaining confidentiality and privacy. The students with a Prevalent Medical Condition will be posted in the ED office, which isn't publically accessible. In the other key areas of the school, the information will be stored in an orange duo tang and labeled. The Plan of Care contains consent from parents to share the medical information.

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FACILITATING AND SUPPORTING DAILY/ROUTINE MANAGEMENT

For every student with a Prevalent Medical Condition, part of the Plan of Care will be reviewing what support is required for the routine or daily management of activities in the school. This includes, but is not limited to, supporting inclusion by allowing students with Prevalent Medical Conditions to perform daily or routine management activities in a school location, as outline in their Plan of Care.

RESPONSE PROTOCOLS AND PRACTICES FOR RESPONDING TO MEDICAL EMERGENCIES

Per Policy 14.8 Accidents/Medical Emergencies our First Aid Responders will follow emergency procedure. If a medical incident or medical emergency occurs, the immediate response will include medications and monitoring and/or calling 911 and align with the student's Plan of Care.

AWARENESS TRAINING/RESOURCES

Braemar House School is committed to raising awareness of the policy regarding Prevalent Medical Conditions, and also to the resources about these conditions that outline triggers or causative agents, signs and symptoms of medical incidents and medical emergencies and emergency procedures. This will be accomplished by training staff annually, and posting information resources on the Braemar Broadcast

Staff Training will include:

- Strategies for preventing risk of student exposure to triggers and causative agents
- Strategies for supporting inclusion and participation in school
- Recognition of symptoms of a medical incident and medical emergency
- Information on school staff supports
- Medical incident response and medical emergency response
- Documentation procedures

This training will occur annually in August at the staff Professional Development Day

Resources

Evidence-based resources are available online through the Ministry of Education's website and the Prevalent Medical Conditions page on the EduGAINS portal. Link -

<http://www.edugains.ca/newsite/SafeHealthySchools/medical-conditions/Prevalent-Medical-Conditions.html>

Additional resources have been developed by the following:

- Asthma Canada – www.asthma.ca
- Diabetes Canada – www.diabetes.ca
- Canadian Paediatric Society - www.cps.ca.

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- Epilepsy Ontario – <http://epilepsyontario.org/>
- Food Allergy Canada – www.foodallergycanada.ca
- The Lung Association – Ontario – www.onlung.ca
- Ophea – www.ophea.net • Ontario Education Services Corporation – www.oesc-cseo.org

SAFETY CONSIDERATIONS

There are a number of safety considerations to be managed to ensure the safety of students with Prevalent Medical Conditions and the staff and students who come into contact with them.

- Allow for students to carry their medication and supplies as outlined in the Plan of Care
- Assist with the safe storage and safe disposal of medication and medical supplies
- Ensure that students can access their medication in a school emergency,

REPORTING/DOCUMENTATION

Subject to relevant privacy legislation, Braemar House School, will collect data, including but not limited to the number of students with Prevalent Medical Conditions, and monitor the number of medical incidents and medical emergencies and circumstances surrounding them. This data will be used in our policy review.

For all students with Prevalent Medical Conditions, staff are required to document any medication administered, as well medical incidents and medical emergencies using the form provided to them.

LIABILITY

In 2001, the Ontario government passed the Good Samaritan Act to protect individuals from liability with respect to voluntary emergency medical or first-aid services. Subsections 2(1) and (2) of this act state the following with regard to individuals:

2. (1) Despite the rules of common law, a person described in subsection (2) who voluntarily and without reasonable expectation of compensation or reward provides the services described in that subsection is not liable for damages that result from the person's negligence in acting or failing to act while providing the services, unless it is established that the damages were caused by the gross negligence of the person.

(2) Subsection (1) applies to,
...(b) an individual...who provides emergency first aid assistance to a person who is ill, injured or unconscious as a result of an accident or other emergency, if

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the individual provides the assistance at the immediate scene of the accident or emergency.

As well, Sabrina's Law and Ryan's Law each include provisions limiting the liability of individuals who respond to an emergency relating to anaphylaxis or asthma, respectively, as cited below.

Subsection 3(4) of Sabrina's Law states:

No action for damages shall be instituted respecting any act done in good faith or for any neglect or default in good faith in response to an anaphylactic reaction in accordance with this Act, unless the damages are the result of an employee's gross negligence.

Subsection 4(4) of Ryan's Law states:

No action or other proceeding for damages shall be commenced against an employee for an act or omission done or omitted by the employee in good faith in the execution or intended execution of any duty or power under this Act.

APPENDIXES

Plan of Care Templates

Consent Form

Medical Incident Report Form

***Created in August 2018
Approved by the Board of Directors August 2018***