

387 SERIOUS OR LIFE-THREATENING MEDICAL CONDITIONS

Background

Canadian Rockies School Division recognizes the importance of serious or life threatening medical conditions. The Division will take reasonable steps to ensure a safe environment for students with serious or life-threatening medical conditions, further to the goal of maintaining an appropriate learning environment for all students.

Parents/guardians are primarily responsible for attending to the medical needs of their child and are encouraged to work with the Division to find solutions and build on best practices. The care of children/students with serious or life threatening medical conditions is a shared responsibility that involves the child/student, parents/guardians, community health and service providers, the school and Division staff.

It must be clear to parents/guardians and students that staff members are not medical personnel and are not medically trained.

Definitions:

Individual Care Plan (ICP):

A written plan which outlines the actions required to address the specific needs of a student's particular health concerns to enable them to be safe and cared for while at school or on a school activity.

Procedures

1. Please refer to AP389 Anaphylaxis for students who have serious or life threatening allergic reactions.
2. The need for an ICP and development of an ICP shall be determined by the following:
 - a. When a school is informed of a child's/student's medical need(s) the principal or designate initiates the development of an ICP by involving the child/student, where appropriate, parents/guardians, healthcare professionals, service providers and other relevant individuals. Not all children/students require an ICP. The type and level of support required and the ability of the child/student to consistently and safely self-manage their medical needs should be considered when determining the need for an ICP, in partnership with parents/guardians.

- b. The Principal shall ensure that all school staff, including substitute teachers, student teachers, educational assistants, food services personnel (when applicable), transportation manager, and volunteers are aware of students who have a serious or life-threatening medical condition such as, but not limited to, diabetes or epilepsy and will be aware of procedures for responding to emergency situations.
- c. The Transportation Manager shall ensure that bus drivers, including spare bus drivers, are informed of all potential emergency medical conditions and the appropriate intervention strategies for students as described in the ICP.
- d. The ICP shall be kept in a readily accessible location for those who need to reference it, while preserving the privacy, confidentiality and security of the information.
- e. The ICP shall include:
 - i. Written diagnosis, current treatment, emergency procedures/plan, emergency contact information and appropriately signed consent form for administration of medication.
 - ii. Details informing employees who are in contact with the individual on a regular basis of the type of symptoms, monitoring, avoidance strategies, standard treatment and medical/ emergency response plan.
 - iii. Emergency procedures that are readily accessible and include emergency contact information.
 - iv. The parent's written agreement with the plan.
 - v. Provision for annual review of each individual plan.
- f. The student's parent and the student as appropriate, shall be requested to undertake the following responsibilities:
 - i. Keep the school informed regarding diagnosis, treatment, emergency procedures and contact information.
 - ii. Ensure that information in the student's individual plan is kept up-to-date.

- g. The following examples should be used as a guide for the creation of an ICP:
- i. General Medical Management Plan
http://www.learnalberta.ca/content/ieptlibrary/documents/en/md/medical_management_form.pdf
 - ii. Diabetes
<https://www.diabetesatschool.ca/tools/individual-care-plan;>
 - iii. Asthma
<https://www.ucalgary.ca/icancontrolasthma/tools/asthma-action-plans;>
 - iv. Epilepsy/Seizure Disorder
[https://www.epilepsy.com/sites/core/files/atoms/files/15%20RPWD%202924%20Seizure-Action-Plan_0.pdf;](https://www.epilepsy.com/sites/core/files/atoms/files/15%20RPWD%202924%20Seizure-Action-Plan_0.pdf)
 - v. “Guidelines for Supporting Students with Type 1 Diabetes in Schools”, Alberta Education, February 2019
- h. The ICP shall be signed by the parent(s)/guardian(s), principal, the student if 18 years old or older (or 16 years of age or older if declared independent), and the student’s physician. If the administration of medication is required for this medical condition, [Form 1\(AP 316\) - Request for Assistance to Administer Medication](#) shall be completed.
3. All school personnel shall participate in Occupational Health and Safety Program (PublicSchoolWorks) training as required by CRPS.
 4. Additional training shall be made available as requested, and/or may be required for staff members who are in a position of greater responsibility for students with serious or life-threatening medical conditions.
 5. If a student travels to and from school on district provided transportation, the school bus operator must be informed of all potential emergency medical conditions and the appropriate intervention strategies for students on their bus. In the event that the student is riding on a division bus when emergency medical treatment is required, the bus driver will pull over in a safe location, call 911, administer the treatment or the medication in accordance with the student’s emergency plan or the best available instructions at the scene.
 6. The student’s emergency plan and, if applicable, appropriate medication, will be taken on off-site activities.

7. Teachers will keep a copy of the Individual Care Plan in their substitute teacher folder so that they are readily accessible and highly visible for substitute teachers.
8. Off-site activity service providers will be notified, when possible, of the student's medical condition.
9. The student's medical condition will be flagged in the student information system.

References

Education Act Sections 3, 9, 11, 31, 33, 56, 196, 197

AP 316 - Students with Medical Conditions Requiring Medication or Treatment

AP 386 - Student Health and Safety, Illness and Injury

Resources

[Diabetes Canada](#)

[Allergies and Anaphylaxis Resources](#) (Alberta Education)

[Guidelines for Supporting Students with Type 1 Diabetes in Schools](#) (Alberta Education)

[Medical Management Plan Template](#) (Alberta Education)

History

Developed: November 2019