



# Health Policy Protocol Policy 2.7

This policy is applicable to all Third Academy students, parent clients, volunteers, employees, directors, and the Executive Director.

**DOCUMENT CONTROL**

<b>Managed by:</b> Sunil Mattu	<b>Responsible position:</b> Executive Director	<b>Version:</b> 4
<b>Approved by the Board of Directors:</b> Linda McKay-Panos, Chair	<b>Date approved:</b> 19 February 2020	<b>Next review date:</b> January 2022

**REVISION RECORD**

Date	Version	Revision description
18 Feb 2015	2	Replaces Health Policy Protocol Policy 2011
29 Jan 2020	3	Replaces Health Policy Protocol Policy 2015
19 Feb 2020	4	Replaces Health Policy Protocol Policy 2020

## 1. TITLE

Health Policy Protocol

## 2. PURPOSE

The purpose of this Policy Protocol is to:

- identify the guidelines under which communicable diseases are to be reported under the *Public Health Act*
- identify the guidelines under which health services are available for students
- identify practices supporting students with health conditions

## 3. DEFINITIONS

Term	Meaning
Communicable Disease	An illness in humans that is caused by an organism or microorganism or its toxic products and is transmitted directly or indirectly from an infected person or animal or the environment.
Emergency Response Manual	A plan which outlines the actions required to address specific emergency situations.
Emergency Medical Reponse Plan	A plan which outlines the actions required to address the specific needs of a student's significant, including life threatening, health condition.
Health Risk	A potential for harm that is the result of a Health Condition.
Medical Officer of Health	A physician appointed by a regional health authority or designated by the Minister under the <i>Public Health Act</i> as a medical officer of health, and includes the Chief Medical Officer and the Deputy Chief Medical Officer.
Medication	Prescribed medication from a qualified professional.
Notifiable Disease	Any communicable disease listed in Schedule 1 or 2 of the <i>Public Health Act Communicable Diseases Regulation 238/85</i> and any communicable disease in epidemic form.
Safe and Healthy Work and Learning Environment	An environment where good health and safety practices are supported and reasonable measures are taken to safeguard the health and safety of staff and students.
school	Third Academy North, Third Academy South, URSA and for greater clarity includes learning offsite/online but not traditional home educators under Willow Home Ed
Self Administer	Student assumes responsibility for independently carrying and taking medication.
Supplies	First Aid Kits and other medical supplies necessary to: address Health Conditions identified in IPP/Emergency Medical Response Plan; maintain Alberta Health Services Facility Educational Institution and Food Safety Inspections; meet Basic First Aid requirements.

## **4. POLICY AND PROCEDURES STATEMENT**

### **Parents**

Parents are responsible for informing the school of a student's health condition which present as a health risk, impact behaviour and learning and/or the welfare of other students and/or staff including communicable diseases.

Parents are responsible for:

1. attending a physician or other qualified medical practitioner as required
2. advising the Executive Director and/or Principal and appropriate staff when a health condition is diagnosed:
  - i. at the beginning of each school year
  - ii. at the time of diagnosis
  - iii. of associated health risks
3. providing medication and other medical supports
4. providing consent for administration of medication
5. providing and maintaining current emergency contact and response information
6. helping develop and approve the Emergency Medical Reponse Plan
7. providing the student with a Medic Alert bracelet or other suitable identification
8. providing the student with medical supports as prescribed by a physician and ensure that the student has the supports readily available, while at school, on off-site programs, off-site activities or at another schools' events and activities
9. when dietary concerns are present, providing snacks and lunches for the student
10. cooperating to mitigate health risks

### **Students**

Students with significant health conditions, when developmentally appropriate, must:

1. be aware of the triggers and how to minimize their risk of exposure to them
2. know how to recognize symptoms of a significant reaction
3. promptly inform a teacher or an adult as soon as they sense a reaction or the appearance of symptoms
4. keep an injector, medication or other required medical supports handy or in a known location, at all times
5. know how to monitor their health, use an injector, inhaler or take the required medication
6. when dietary concerns are present, consume only foods and drinks brought from home unless authorized by the parents in writing
7. not share medication

## **Staff**

Staff working with students with health conditions must:

1. know their student's emergency medical response plan
2. avoid allergenic foods and substances for classroom events
3. avoid introducing known items/substances which could trigger a significant response
4. follow school policies and practices for reducing risk in classrooms, common areas and school sponsored events
5. discourage the sharing or trading of food
6. encourage an empathetic understanding of health conditions and the seriousness of the consequences, with other students
7. facilitate appropriate communication with other parents
8. discuss health conditions in appropriate terms with all individuals working directly with students
9. ensure the emergency medical response plan and required medication is taken on off-site activities
10. be familiar with the emergency response manual
11. immediately notify their Principal if they have reason to believe that a student or staff member is infected with a notifiable communicable disease as defined by the Sections 22(1) and 26 of the *Public Health Act*

## **Principal**

The Principal is responsible for:

1. mitigating health risks
2. planning the coordination and management of protocols, services and responses regarding students with health conditions
3. involving the parent(s) in all phases of planning
4. advising the parents of the student of this Third Academy policy and procedure
5. consulting with and advising the parents regarding the school procedures
6. ensuring an emergency medical response plan is developed specific to each individual, in cooperation with parents and other health care professionals as necessary
7. keeping the emergency response manual updated and accessible
8. provide professional development and training to staff and students to ensure compliance with emergency medical response plans and implementation of the emergency response manual
9. notify the Alberta Health Services Medical Officer of Health for their Zone (a) by the fastest means possible in the case of a prescribed disease that is designated in the regulations as requiring immediate notification, or (b)

- within 48 hours in the prescribed form in the case of any other prescribed disease as per the *Public Health Act*
10. debriefing occurs following an incident.

### **Administration of Medication**

Parents are responsible for:

1. the timing, dosage and administration of medication until the student is capable to self-administer; and
2. administering required medication at home.

If a student requires medication during school hours:

1. providing consent to administer or self administer
2. providing the medication
3. providing instruction on administration
4. in the case of self administration, must be supervised by a staff member
5. administration of medication must be supervised with sensitivity and in a manner which allows for privacy
6. prescription medications must be in pharmacy labelled containers clearly marked with the student's name, dosage, time of administration of medication and storage requirements

Injection of medication in non-emergency situations will be administered only by a trained staff member, health professional, parent or the individual student.

Instructions provided by parents and physicians relating to student medication are to be made known to staff and followed with reasonable care.

When medication is being brought to school or to a school activity:

1. the medication must be transported and stored in safe and secure manner that meets the instructions provided by the student's parent and/or physician; and
2. unused medication will be returned to the parent at the end of the school year.

A school office record is to be maintained which includes:

1. names of students who take or receive medications;
2. medications taken by these students; and
3. emergency contacts given by the parent or physician.

Subject to the provisions of applicable provincial law and regulation, information will be shared with approved agencies when it is in the best interest of the student to do so.

Community supports, or services provided at school:

The medication and other health needs of a student may be met at school by a private practitioner or agency provided that arrangements are:

1. consistent with the provision of this policy and procedure;
2. acceptable to and approved by the Principal; and
3. contained in a written consent signed by the parent.

## **Emergencies**

When a student is judged to require immediate medical attention or suffers an accident, staff are expected to act as follows:

1. follow the Emergency Medical Response Plan
2. provide basic first aid
3. if a student is seriously injured or if there is uncertainty about the seriousness of an accident, call 911
4. contact a parent as soon as possible
5. provide adult supervision until relief is provided by a parent or by medical personnel
6. if the situation does not permit, or a parent cannot be contacted, take immediate action to provide medical attention until Emergency Medical Services take over and advise the parent as soon as is reasonably possible thereafter
7. The school must keep on site and on educational excursions an appropriate number of EpiPen injectors to safeguard against a life threatening allergy event
8. file an Incident Report
9. debrief the incident

Emergency treatment of specific conditions is to be handled in accordance with directions provided by the parent or physician or in accordance with the emergency medical response plan and contact with the parent made as soon as possible.

If a student is taken to a medical facility by emergency personnel without contact having been made with a parent, the Principal will endeavour to arrange for the student to be accompanied by an adult until one of the following occurs:

1. a parent arrives;
2. medical staff assumes responsibility (if within the city); or
3. the student is discharged by medical staff and is returned to school or school activity.

Decisions regarding medical treatment must be left to medical staff, the parent and the student.

Students will not be transported for medical reasons by school staff or volunteers. The only exception would be a minor medical incident where medical attention is still required. Call 911.

If a student becomes ill during the school day, the Principal will notify the parent or emergency contact person who has been identified by the parent. Arrangements must be made with the parent or emergency contact person before a student is sent home. The student shall be supervised at all times.

The Principal must ensure that an Incident Report form is completed when there is an event with a student that results in, or may result in, medical intervention of any kind.

## **Anaphylaxis Policy**

### Strategies:

- Schools shall be designated as 'allergy aware'
- Collaboration with Alberta Health Services
- Development of a Risk Reduction Plan
- Registration forms will include a 'disclosure of allergies' line
- Emergency Medical Plans including Emergency Contacts for all students with life threatening allergies
- EpiPen in the school office and in each classroom where a student has a life threatening allergy

### Communication:

- Prohibited allergens including nuts, seeds, pomegranates, and lentils will be 'posted' at the entrance to the school
- Parents whose children are in contact with students with life threatening allergies will be advised of the prohibited allergen
- Parent and/or Student Handbooks will include general information on allergens
- Detailed medical information will be kept
- Staff will be oriented on students with a life threatening allergy
- Records will be kept in the school office and the student binders in each classroom
- Teachers will orient their students to allergen risks in their classrooms/school

### Professional Development

- Teachers together with the Executive Director and/or Principal shall develop a professional development schedule that provides training to deal with life threatening allergies

## **5. LIMITATION**

Notwithstanding anything in this Policy, the Executive Director and/or Principal are permitted to develop further procedures as appropriate at the school level.

## **6. COMMUNICATION**

This policy will be posted on the school websites and in hard copy in the office of the Executive Director and/or Principal.

## **7. ASSOCIATED DOCUMENTS**

*Education Act 2012*

*Private School Regulations 93/2019*

*Protection of Students with Life-Threatening Allergies Act 2019*

*Public Health Act 2000*

*Communicable Diseases Regulation 238/85*

*Medical/Disability Resource for Classroom Teachers*

*Guidelines for Supporting Students with Type 1 Diabetes in Schools 2019*