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## PROCEDURE PR.548.SCO

**TITLE: CARE OF STUDENTS WITH LIFE-THREATENING MEDICAL CONDITIONS**

**Date issued: 16 September 1998**  
**Last revised: 15 September 2020**  
**Authorization: Senior Staff: 18 June 1998**

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### 1.0 OBJECTIVE

To ensure that students with life-threatening medical conditions are able to fully access curriculum in a safe, accepting and healthy learning environment that supports well-being.

### 2.0 DEFINITIONS

- 2.1 **Adult Student** means a student who is 18 years of age or older, or 16 or 17 years of age and has removed themselves from the care and control of their custodial parent.
- 2.2 **Board** means the Board of Trustees of the Ottawa-Carleton District School Board.
- 2.3 **District** means the Ottawa-Carleton District School Board.
- 2.4 **First Aid Attendant** means staff who give emergency help to an injured or suddenly ill student using readily available materials, in accordance with their first aid training.
- 2.5 **In loco parentis** is a legal term, means in the place of a parent or with a parent's rights, duties and responsibilities.
- 2.6 **Life-threatening Conditions** mean medical conditions that may result in a medical incident that requires immediate response and monitoring as it may progress to an emergency and lead to death. These include, but are not limited to, asthma, anaphylaxis, diabetes, and epilepsy.
- 2.7 **Plan of Care** is/are document(s) that contain individualized information on a student with a severe or life-threatening condition(s) which informs the school about care requirements.
- 2.8 **Undue Hardship** refers to the legal threshold or limit of the District's capacity to accommodate based on an objective assessment of costs, outside sources of funding (if any), and health and safety considerations.

### 3.0 RESPONSIBILITY

- 3.1 The school principal is responsible for:
- a) clearly communicating to parents and staff the process for parent(s)/guardian(s) to notify the school of their child's medical condition;
  - b) authorizing a Plan of Care for each student identified as having a life-threatening medical condition;
  - c) ensuring that the details of the Plan of Care are made known to staff and others in regular contact with the student, as authorized by the parent(s)/guardian(s) or the adult student;
  - d) complying with Sabrina's Law and Ryan's law by arranging for annual mandatory training for all staff on managing anaphylaxis and asthma, respectively;
  - e) designating staff to support the daily and emergency management of life-threatening medical conditions and ensuring that they receive adequate training;
  - f) ensuring all prescribed medication are kept in a secure location with provisions being made for responsible individuals to have access to it, as required;
  - g) ensuring that students authorized to carry and administer their own medication are not abusing this responsibility;
  - h) establishing strategies that reduce the risk of exposure to triggers, causative agents, and risk factors in classrooms, common school areas, and extracurricular activities, in accordance with the authorized Plan of Care;
  - i) ensuring provisions are made to care for students with life-threatening conditions during emergencies, such as fire and lockdown;
  - j) addressing issues potentially affecting life-threatening medical conditions arising from transportation, field trips, and other school activities;
  - k) communicating with parent(s)/guardian(s) in medical emergencies; and
  - l) implementing the OCDSB General Guidelines for Creating Safe and Healthy Schools for Anaphylactic Students, 2013, and OCDSB Guidelines for Creating Safe and Healthy Schools for Students with Diabetes 2015.
- 3.2 School Staff, in regular contact with students with life-threatening conditions, are responsible for:
- a) identifying students concerned and reviewing their Plans of Care;
  - b) sharing information on a student's signs and symptoms with other students and posting the Plans of Care in their classrooms, as authorized by the parent(s)/guardian(s) or the adult student;

- c) making the Plans of Care available to occasional teachers, casual staff and volunteers who are in regular contact with the student, as authorized by the parents/guardians or the adult student;
- d) implementing accommodations requested by the parents/guardians or the adult student and authorized by the principal;
- e) following the established avoidance strategies in classrooms, common school areas, and extracurricular activities;
- f) supporting the inclusion, dignity, and confidentiality of students with life-threatening medical conditions;
- g) participating in training, as required, and ensuring they understand and are comfortable with their responsibilities; and
- h) ensuring that any changes in regular school activity (e.g. field trips) that may affect the daily management plans are communicated to parent(s)/guardian(s) at the earliest opportunity and managed in cooperation with the student.

3.3 Parents/Guardians or adult students are responsible for:

- a) educating the student about their medical condition(s) and the details of their Plan of Care;
- b) encouraging the student to reach their full potential for self-management and self-advocacy;
- c) providing the school with all the required documentation in a timely manner;
- d) cooperating with the principal to reach mutually agreed upon Plan of Care;
- e) resubmitting the Plan of Care in case of any changes to the student's medication, condition, level of independence, or treatment plan;
- f) ensuring all prescribed oral medications are transported to and from school in a child-proof container clearly labelled with the student's name, the medication, and dosage; and
- g) supplying the school with sufficient back-up medication and supplies in their original, clearly labelled containers, and tracking their expiration dates.

3.4 Depending on their cognitive, emotional, social, and physical stage of development and their capacity for self-management, students with life-threatening medical conditions are responsible for:

- a) actively supporting the development and implementation of their Plan of Care;
- b) advocating for their personal safety and well-being; and
- c) if possible, informing school staff if a medical emergency occurs or if they are

facing challenges related to their medical condition.

## 4.0 PROCEDURES

- 4.1 Principals will inform all students, staff, and parents/guardians of their responsibilities in dealing with potentially life-threatening medical conditions in the school.
- 4.2 Principals will encourage parents/guardians of a student or adult students with a life-threatening condition to submit [OCDSB 963 Plan of Care for Students with Life-threatening Conditions](#) to the school, at a minimum:
  - a) at the time of registration;
  - b) each year during the first week of school;
  - c) when their child returns to school following a diagnosis; or
  - d) following any change to the student's medical condition.
- 3.2 An accessible offline copy of OCDSB 963 Plan of Care for Students with Life-threatening Conditions is attached as Appendix A.

### Developing a Plan of Care

- 4.3 Through a [Plan of Care](#), parents/guardians will communicate to school all necessary information concerning the daily and emergency management of the student's life-threatening medical condition, including:
  - a) symptoms, triggers and avoidance strategies;
  - b) health care professional's information, prescription and notes;
  - c) accommodations necessary for the student to access curriculum and learning;
  - d) the authorization for student or staff to administer prescribed medication;
  - e) the authorization for students to (not) carry and administer prescribed medication; and
  - f) the parents/guardians or adult student's responsibility for the risks associated with the administration of prescribed medication during school hours.
- 4.4 The principal may, before authorizing a [Plan of Care](#), obtain clarification from the parent(s)/guardian(s) or the adult student on any of the information submitted on the [Plan of Care](#), if necessary.
- 4.5 A principal may negotiate with the parent(s)/guardian(s) or an adult student the accommodation requested in the [Plan of Care](#), if:
  - a) it is not prescribed by a health care professional;
  - b) its absence does not have an adverse impact on the student's ability to

access education; and/or

- c) it causes undue or excessive hardship to the school/District.
- 4.6 A principal may revoke a student's right to self-administer and/or carry their own medication, as authorized by their parent(s)/guardian(s), if there is evidence that the student is abusing this responsibility.
- 4.7 If a [Plan of Care](#) cannot be agreed upon by the parent/guardian and the principal, the principal will contact the Superintendent of Instruction for resolution to ensure that a plan is put in place.
- 4.8 The information on the [Plan of Care](#) lapses as of 31 August of any school year following the year for which a [Plan of Care](#) was submitted, and as such parents/guardians or adult students are required to re-submit the [Plan of Care](#) on an annual basis.
- 4.9 For students being transported by the Ottawa Student Transportation Authority (OSTA), the principal will complete Appendix B: OSTA Life-Threatening Medical Conditions Emergency Transportation Form and will submit three copies to the General Manager (or designate) of OSTA within 10 school days from the receipt of the [Plan of Care](#).

#### Communicating Plans of Care

- 4.10 Principals will disseminate the authorized Plans of Care, as authorized, to school staff in direct contact with students with life-threatening medical conditions.
- 4.11 Principals will disseminate general information on the life-threatening conditions present at their school and their management to the school council, students' council and other school organizations, as appropriate and necessary.

#### Daily Management of Life-threatening Conditions

- 4.12 With the beginning of each school year, the principal will liaise with Ottawa Public Health staff assigned to their school in order to:
- a) train all staff on the management of asthma and anaphylaxis; and
  - b) brief designated staff members and alternates regarding the management of other life-threatening conditions, as per the authorized Plans of Care, the administration of prescribed medication, their safekeeping and disposal.
- 4.13 The principal will ensure that the training addresses the following:
- a) the details of the authorized Plans of Care;
  - b) the OCDSB General Guidelines for Creating Safe and Healthy Schools for Anaphylactic Students, 2013 (Appendix C);
  - c) the OCDSB Guidelines for Creating Safe and Healthy Schools for Students with Diabetes 2015 (Appendix D); and

- d) the Ministry approved resources on [Prevalent Medical Conditions](#).
- 4.14 In managing life-threatening conditions in school, staff will follow the recommendations made by the student's health care provider as authorized by the principal.
- 4.15 The District will make every effort to inform all staff, including bus drivers, to refrain from providing food to anaphylactic and diabetic students without express written permission from their parents/guardians.
- 4.16 Should parents/guardians request the administration of prescribed medication in school, whether by the student themselves or staff, they must provide the medication in its original pharmaceutical container with a label.
- 4.17 When parents/guardians request the administration of prescribed medication in school and are unable to submit enough backup medication, the principal will contact their Superintendent of Instruction to identify possible solutions.
- 4.18 If authorized, the alternates administer the prescribed medication in the absence of the regularly designated responsible staff member. In the absence of the designate(s) and alternate(s) in an emergency situation, an available staff member will administer prescribed medication.
- 4.19 Prescribed medication will be administered with sensitivity and in privacy, and so as to encourage the student to take an age appropriate level of responsibility for his or her medication
- 4.20 Responsible staff will keep a record of the administration of prescribed medication in the school office on Form OCDSB 287: Student Medication Log (Appendix E).
- 4.21 The principal will maintain a file for every student with life-threatening conditions with all pertinent forms and will file and retain copies in the student's Ontario Student Record (OSR) and/or the District's official repository.

#### Emergency Management of Conditions

- 4.22 In a case where there is any suspicion that the student may have been exposed to their life-threatening trigger or are displaying symptoms identified in the [Plan of Care](#):
- a) available staff will follow the emergency procedures identified in the student's [Plan of Care](#); and
- b) First Aid Attendants will administer the appropriate medication even without pre-authorized consent, in loco parentis, and in accordance with OCDSB PR.547.SCO Providing Emergency Medical Care for Students.
- 4.23 No action for damages shall be initiated respecting any act by the District employees done in good faith or for any neglect or default in good faith in response to a medical emergency in accordance with the *Good Samaritan Act, 2001*.

## 5.0 APPENDICES

(Please right-click on the links below to open appendices in new tabs)

Appendix A: Accessible Offline Copies:

[OCDSB 963 Plan of Care for Students with Anaphylaxis](#)

[OCDSB 963 Plan of Care for Students with Asthma](#)

[OCDSB 963 Plan of Care for Students with Diabetes](#)

[OCDSB 963 Plan of Care for Students with Epilepsy](#)

[OCDSB 963 Plan of Care for Students with other Life-threatening Medical Conditions](#)

Appendix B: [OSTA Life-Threatening Medical Conditions Emergency Transportation Form](#)

Appendix C: [OCDSB General Guidelines for Creating Safe and Healthy Schools for Anaphylactic Students, 2009](#)

Appendix D: [the OCDSB Guidelines for Creating Safe and Healthy Schools for Students with Diabetes 2015](#)

Appendix E: [OCDSB 287: Student Medication Log](#)

Appendix F: [Quick Facts for Dealing with Asthma Emergencies](#)

Appendix G: [Quick Facts for Dealing with Anaphylaxis Emergencies](#)

Appendix H: [Quick Facts for Dealing with Epilepsy Emergencies](#)

Appendix I: [Quick Facts for Dealing with Diabetes Emergencies](#)

## 6.0 REFERENCE DOCUMENTS

*Canadian Charter of Rights and Freedoms*

*Ontario Human Rights Code*

*Education Act*

*The Good Samaritan Act, 2001*

*Ryan's Law (Ensuring Asthma Friendly Schools), 2015*

*Sabrina's Law (Anaphylaxis), 2005*

Ministry of Education PPM No. 81: Provision of Health Support Services in School Settings

Ministry of Education PPM No.161: Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) in Schools

OCDSB Policy P.108.SCO: Care of Students with Life-Threatening Medical Conditions

OCDSB Policy P.067.SCO: Volunteers

OCDSB PR.547.SCO: Providing Emergency Medical Care for Students