



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Students</b>	<i>Policy Number</i> <b>206</b>
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<i>Original Approved Date</i> <b>June 20, 2023</b>	<i>Subsequent Approval Dates</i> <b>June 26, 2025</b>

**POLICY TITLE: SUPPORTING STUDENTS WITH PREVALENT MEDICAL CONDITIONS (ANAPHYLAXIS, ASTHMA, DIABETES, AND/OR EPILEPSY) IN SCHOOLS**

### SECTION A

#### 1. PURPOSE

The York Catholic District School Board is committed to supporting students with prevalent medical conditions to fully access school in a safe, accepting, and healthy learning environment that supports well-being. The policy promotes a collaborative approach with the student, parent(s)/guardian(s), Principal, school staff and health care professionals, to ensure a full understanding of the prevalent medical conditions, supports, clarity of roles and communication associated with the student's Plan of Care. The Board seeks 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. The Board also aims to support parent(s)/guardian(s) in feeling confident that their child is safe at school and during school-related activities, and has the same opportunities as other students to fully access the education system.

#### 2. OBJECTIVE

It is the policy of the York Catholic District School Board that all students be entitled to safe and healthy environments in our schools. The Board is committed to ensuring that the appropriate staff are familiar with the prevalent medical condition(s) 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. This policy is in accordance with *Policy/Program Memorandum 161* and all other applicable legislation.

#### 3. PARAMETERS

- 3.1 Every school in the York Catholic District School Board shall implement and maintain procedures in accordance with this policy for students with Anaphylaxis, Asthma, Diabetes, and/or Epilepsy and will cross reference Policy 208 *Student Disability Accommodation* and Policy 207 *Administration of Oral Medication to Elementary and Secondary Students*. While it is impossible to create a risk-free environment, school staff and Parent(s)/Guardian(s) can take important steps to minimize potentially life-threatening situations including the following:
  - 3.1.1 Clearly articulate the expected roles and responsibilities of parents(s)/guardian(s), school staff and of the student themselves;

- 3.1.2 Establish a communication and implementation plan for the dissemination of information to Parent(s)/Guardian(s), students, employees and include any other person who has direct and regular contact with a student who has one or more of these diagnoses;
- 3.1.3 Develop and implement strategies that reduce the risk of a medical incident for students with prevalent medical conditions in classrooms, common school areas and on approved excursions and activities.
- 3.2 The Board shall provide annual training and resources for all school employees who are in direct and regular contact with students with prevalent medical conditions to ensure the safety and well-being of students.
- 3.3 Upon registration or upon being informed of a student's diagnosis, Parents/Guardians shall supply information specific to their child's symptoms and the management of their prevalent medical condition.
- 3.4 A Plan of Care shall be co-created, reviewed, and updated for each student diagnosed with a prevalent medical condition in consultation with the parent(s)/guardian(s), appropriate school staff, and with the student, along with any notes and instructions from the student's health care provider.
- 3.5 Employees and other staff who are in direct contact on a regular basis with a student with a prevalent medical condition shall be informed of the contents of the student's Plan of Care.
- 3.6 A locally accessible file containing all individual Plans of Care shall be created, maintained and shall contain a copy of any notes and instructions from a health care provider for students with a prevalent medical condition for the current school year.
- 3.7 Schools shall comply with applicable privacy legislation and obtain parental consent in the individual Plan of Care prior to sharing student health information with school staff or other students.
- 3.8 All decisions regarding admittance of service animals to a school shall be made in accordance with YCDSB's Policy 214, *Student Use of Service Animals*, and the *Decision-Making Protocol for Entry of a Personal Service Animal*.
- 3.9 No action or other proceedings 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 the *Good Samaritan Act*. Subsection 2(1) and (2) of this act outline 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 the individual provides the assistance at the immediate scene of the accident or emergency.*

- 3.10 Principals shall ensure that transportation providers are informed of a student's Plan of Care, to support student safety during transit. The Board recognizes that the level of supervision and access to medical support on school buses may differ from that available within the school setting.

## **4. RESPONSIBILITIES**

### **4.1 Director of Education**

- 4.1.1 To oversee compliance with the Supporting Students with Prevalent Medical Conditions (Anaphylaxis, Asthma Diabetes and/or Epilepsy) in schools policy.

### **4.2 Superintendent of Education: Exceptional Learners**

- 4.2.1 To oversee the implementation of the Supporting Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) in Schools policy.
- 4.2.2 To liaise with the Superintendent of Human Resources to ensure ongoing training is provided to all relevant staff.
- 4.2.3 To ensure the requirements of *Policy/Program Memorandum 161* are implemented and maintained across all schools.

### **4.3 Superintendent of Human Resources**

- 4.3.1 To ensure that all staff who have direct and regular contact with students with prevalent medical conditions are trained upon hiring and on an annual basis.
- 4.3.2 To maintain a list of school personnel who have received training.

### **4.4 Superintendent of Education: School Leadership**

- 4.4.1 To support Principals with the implementation of and compliance with the Supporting Students with prevalent medical conditions (Anaphylaxis, Asthma Diabetes and/or Epilepsy) in schools policy.

### **4.5 Student Transportation Services**

- 4.5.1 To ensure that the names of students with a prevalent medical condition (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) have been communicated to Transportation Service Providers.
- 4.5.2 To ensure that Policy 206: Supporting Students with Prevalent Medical Conditions has been communicated with all Transportation Service Providers.
- 4.5.3 To ensure that the current Plan of Care form received from the Principal is available on file:
- i) in the Student Transportation Services office,
  - ii) in the appropriate service provider's dispatch office, and,
  - iii) in the appropriate school vehicle(s)
- 4.5.4 To require the service provider to ensure there has been adequate training of all regular drivers and substitute drivers that transport a student with a prevalent medical condition.
- 4.5.5 To work with the school Principal and service provider to assign a specific seat to a student with a prevalent medical condition, if required.

### **4.6 Principals**

- 4.6.1 To participate in annual training with staff and others in direct and regular contact with students to learn how to recognize the symptoms of prevalent medical conditions and the procedures to follow should a life-threatening reaction occur.

- 4.6.2 To clearly communicate to parents/guardians and appropriate staff the process for parents/guardians to notify the school of their child's medical condition(s), as well as the expectation for parents/guardians to co-create, review, and update a Plan of Care with the Principal or the Principal's designate. This process should be communicated to parents/guardians, at a minimum:
  - (i) during the time of registration
  - (ii) each year during the first week of school
  - (iii) when a child is diagnosed and/or returns to school following the diagnosis.
- 4.6.3 To co-create, review, or update the Plan of Care for a student with a prevalent medical condition with the parent(s)/guardian(s), in consultation with school staff (as appropriate) and with the student (as appropriate).
- 4.6.4 To maintain a file with the Plan of Care and supporting documentation for each student with a prevalent medical condition.
- 4.6.5 To 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, occasional staff who will be in direct and regular contact with the student), including any revisions that are made to the plan.
- 4.6.6 To communicate with parent(s)/guardian(s) in medical emergencies, as outlined in the Plan of Care.
- 4.6.7 To encourage the identification of staff who can support the daily or routine management needs of students in the school with prevalent medical conditions, while honouring the provisions within their collective agreements.
- 4.6.8 To maintain appropriate storage of medications or medical devices for students with prevalent medical conditions.
- 4.6.9 To communicate regularly with school staff and parents/guardians regarding any life-threatening conditions.
- 4.6.10 To inform parents/guardians about relevant Board and school policies and procedures and encourage them to review them.
- 4.6.11 To ensure occasional teachers have access to the student's Plan of Care and are familiar with the emergency procedures.
- 4.6.12 To promote a supportive learning environment recognizing the need for an accepting social climate for students with prevalent medical conditions.
- 4.6.13 To in addition to their role, carry out the responsibilities listed in section 4.7 'School Staff'.

#### **4.7 School Staff**

- 4.7.1 To abide by all Board policies and collective agreement provisions related to supporting students with prevalent medical conditions in schools.
- 4.7.2 To review the contents of the Plan of Care for any student with prevalent medical conditions with whom they have direct and regular contact.
- 4.7.3 To participate in training, during the instructional day, on prevalent medical conditions, at a minimum annually, as required by the school board.
- 4.7.4 To share information on a student's signs and symptoms with other students, if the parent(s)/guardian(s) give consent to do so and as outlined in the Plan of Care and authorized by the Principal in writing.
- 4.7.5 To reduce the risk of student exposure to triggers or causative agents in classrooms, common school areas, and extracurricular activities, in accordance with the student's Plan of Care.

- 4.7.6 To support a student's daily or routine management, and respond to medical incidents and medical emergencies that occur during school, as outlined in Board policies and procedures.
- 4.7.7 To support inclusion by allowing students with prevalent medical conditions to perform daily or routine management activities in a school location (e.g., classroom), as outlined in their Plan of Care, while being aware of confidentiality and the dignity of the student.
- 4.7.8 To enable students with prevalent medical conditions to participate in school to their full potential, as outlined in their Plan of Care.
- 4.7.9 To collaborate with parents/guardians in developing transition plans for students with prevalent medical conditions, as appropriate.

#### **4.8 Parent(s)/Guardian(s) of Children with Prevalent Medical Conditions**

- 4.8.1 To be active participants in supporting the management of their child's medical condition(s) while the child is in school.
- 4.8.2 To educate their child about their medical condition(s) with support from their child's healthcare professional, as needed.
- 4.8.3 To guide and encourage their child to reach their full potential for self-management and self-advocacy.
- 4.8.4 To inform the school of their child's medical condition(s) and co-create the Plan of Care for their child with the Principal or their designate.
- 4.8.5 To communicate changes to the Plan of Care, such as changes to the status of their child's medical condition(s) or changes to their child's ability to manage the medical condition(s), to the Principal or their designate.
- 4.8.6 To confirm annually to the Principal or their designate that their child's medical status is unchanged.
- 4.8.7 To initiate and participate in annual meetings to review their child's Plan of Care.
- 4.8.8 To supply their child and/or school with 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.
- 4.8.9 To seek medical advice from a medical doctor, nurse practitioner, or pharmacist, where appropriate.
- 4.8.10 To provide the school with copies of any medical reports or instructions from the student's health care provider.
- 4.8.11 To review all Board policies related to the management of their child's medical condition(s).

#### **4.9 Students with Prevalent Medical Conditions**

- 4.9.1 To actively support the development and implementation of their Plan of Care, depending on their cognitive, emotional, social and physical stage of development, and their capacity for self-management.
- 4.9.2 To 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.
- 4.9.3 To participate in the development of their Plan of Care.
- 4.9.4 To participate in meetings to review their Plan of Care.
- 4.9.5 To 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).

- 4.9.6 To set goals on an ongoing basis for self-management of their medical condition, in conjunction with their parent(s)/guardian(s) and health care professionals.
- 4.9.7 To communicate with their parent(s)/guardian(s) and school staff if they are facing challenges related to their medical condition(s) at school.
- 4.9.8 To wear medical alert identification that they and /or parent(s)/guardian(s) deem appropriate.
- 4.9.9 To, if possible, inform school staff and/or their peers if a medical incident or a medical emergency occurs.

## 5. DEFINITIONS

### 5.1 Anaphylaxis

A sudden and severe allergic reaction, which can be fatal, requiring medical emergency measures be taken.

### 5.2 Asthma

A chronic, inflammatory disease of the airways in the lungs.

### 5.3 Diabetes

A chronic disease, in which the body either cannot produce insulin or cannot properly use the insulin it produces.

### 5.4 Epilepsy

A neurological condition which affects the nervous system. Epilepsy is also known as a seizure disorder or by many people as convulsions.

### 5.5 Health Care Professional

A member of a College under the *Regulated Health Professions Act, 1991* (e.g., medical doctor, nurse practitioner, registered nurse, pharmacist).

### 5.6 Health Care Provider

May be a Physician, Nurse Practitioner, Registered Nurse, Pharmacist, Respiratory Therapist, Certified Respiratory Educator, or Certified Asthma Educator.

### 5.7 Medical Emergency

An acute injury or illness that poses an immediate risk to a person's life or long-term health and requires assistance from another qualified person and contact with Emergency Medical Services.

### 5.8 Medical Incident

A circumstance that requires an immediate response and monitoring, as the incident may progress to an emergency requiring contact with Emergency Medical Services.

### 5.9 Plan of Care

A form that contains documented individual information, including strategies for care, of a student with a prevalent medical condition.

### 5.10 Prevalent Medical Conditions

For the purposes of this policy, includes anaphylaxis, asthma, diabetes, and epilepsy.



### 5.11 Self-Management

A continuum where a student's cognitive, emotional, social and physical capacity and stage of development are determinants of their ability to confidently and independently manage their medical conditions(s). The students' journey to reach their full potential along the self-management continuum is not linear and can require varying levels of support over time. A student's capacity for self-management may be compromised during certain medical incidents, and additional support will be required.

## 6. CROSS REFERENCES

### Legislation

[Asthma Canada](#)

[Canadian Lung Association](#)

[Diabetes at School](#)

[Education Act](#)

[Epilepsy Ontario](#)

[Food Allergy Canada](#)

[Good Samaritan Act](#)

[Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)

[Personal Health Information Protection Act \(PHIPA\)](#)

[PPM 161 Supporting Children and Students with Prevalent Medical Conditions \(Anaphylaxis,](#)

[Asthma, Diabetes, and/or Epilepsy\) in Schools](#)

[Ryan's Law \(Ensuring Asthma Friendly Schools\)](#)

[Sabrina's Law](#)

### YCDSB Policies

YCDSB Policy 201A Healthy Schools – Eating and Nutrition

YCDSB Policy 203 Student Transportation Services

YCDSB Policy 207 Administration of Oral Medication to Elementary and Secondary Students

YCDSB Policy 208 Student Disability Accommodation

YCDSB Policy 214 Student Use of Service Animals

### YCDSB Procedures

YCDSB Procedure 206A Supporting Students with Prevalent Medical Conditions: Anaphylaxis

YCDSB Procedure 206B Supporting Students with Prevalent Medical Conditions: Asthma

YCDSB Procedure 206C Supporting Students with Prevalent Medical Conditions: Diabetes

YCDSB Procedure 206D Supporting Students with Prevalent Medical Conditions: Epilepsy

Approval by Board	<u>June 26, 2025</u> Date
Effective Date	<u>June 27, 2025</u> Date
Revision Dates	<u>June 26, 2025</u> Date
Review Date	<u>June 2029</u> Date