



Policies and Procedures
Section Seven – Miscellaneous

709 – SERIOUS MEDICAL CONDITIONS

Policy 709

The superintendent is responsible to develop and implement procedures for minimizing the health risk for individuals with serious medical conditions and severe allergies at Kelowna Christian School.

PROCEDURES

Identifying Students at Risk

1. Student registration forms (including re-enrolment forms) will have a section where parents can describe medical concerns.
2. Parents are responsible to notify the school when a child is diagnosed as being “at risk” (includes anaphylaxis).
3. Parents are responsible to provide the school with updated medical information annually, or whenever there is a significant change related to their child.

Record Keeping

The principal will oversee the compilation of a “medical binder” that will include:

- Identification of all “at risk” students, with specific information about their condition (including anaphylaxis triggers).
- Detailed emergency procedure plan for each student.

Individual Emergency Procedure Plan

1. The plan should be developed in conjunction with the parents and the student (where age appropriate)
2. The plan must be approved by a qualified physician or allergist.
3. The plan should include: the diagnosis, the current treatment protocol, location of auto-injectors and emergency contact information
4. The plan should remain confidential other than to those involved in the care of the individual.

School Emergency Procedure Plan

Action taken in response to serious or anaphylaxis incidents would follow *KCS First Aid Policy 707*, but could more specifically require:

- Administration of the auto-injector (epipen)
- Following specific protocols from Individual Emergency Procedure Plan
- Calling 911
- Calling student's parents
- Administering a second epipen dose (if symptoms have not improved within 10-15 minutes)

Storage of Medication

1. Parents will provide appropriate medication for their child (Epipen, etc.)
2. Parents will inform the school where the medication will be kept (with student, in classroom, etc.)
3. Parents will provide the school with a second auto-injector to be stored in an unlocked location in the school office.
4. Parents will ensure anaphylactic medications have not expired and will replace them as needed.

Allergy Awareness

While it is impossible to eliminate all potential allergens from the school environment, KCS is committed to creating an allergy-aware environment in response to the most common triggers for anaphylaxis: food allergens and insect stings. Principals will determine appropriate prevention and avoidance regulations for their campus.

Epipen Training for Staff

Training will be provided for staff near the beginning of each school year. The training will be provided by a health care professional and will encompass information relating to:

- Signs and symptoms of anaphylaxis
- Common allergens
- Avoidance strategies
- Emergency protocols
- Use of the epinephrine auto-injector (epipen)
- Identification of at-risk students
- Emergency plans