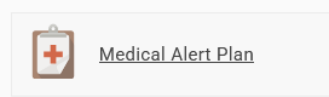
Medical Alerts at Learning Groups

Student safety and well-being while attending any Learning Group opportunity is important to us. This page informs parents about the communication and forms required when medical alerts are noted on an LG application form, including completion and annual review of the medical alert plan in Encom. **You are encouraged to be proactive and complete the Medical Alert Plan in Encom;** if your child signs up for a Learning Groups opportunity, the information will be reviewed, and further information may be required. Students from other schools will be requested to complete an online form.



> It is important to remember that Learning Groups personnel supervise larger groups of students and do not know your child as well as you do. All LG activities vary, and, depending on the scope and nature of the offering and the medical alert involved, you may be requested to remain on-site to support your child.

Minor Allergies- unless clarification is needed, the online application information submitted is the information provided to LG personnel.

Example includes: seasonal allergies not needing medication on-site

Medical Conditions- a Medical Alert Plan will be requested to clarify triggers and symptoms to watch for, and any emergency action to take. In the case of Diabetes, Seizures, and Asthma, an additional support plan is required.

Examples include: Celiac (steps to take in case of exposure), a seizure disorder where the condition is under control, migraines, a heart condition, etc.

Serious Medical Alerts or Life-Threatening Allergies- a Medical Alert form will be requested to ensure personnel can provide support to avoid or deal with an emergency. Additional support documents may be required, including a Permission to Administer Medicine form. The location of medications must be communicated to the on-site personnel (EA, teacher, coordinator).

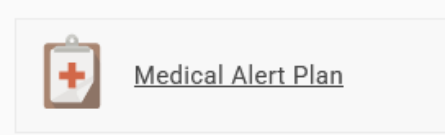
Examples include: Diabetes, anaphylactic allergic response

> Important: It is our protocol that LG personnel cannot administer any medication unless a Permission to Administer Medicine form (PTA), completed by a physician, is on file. Oral antihistamines will not be administered by school personnel. If an EPI-PEN has been prescribed, this is considered life-threatening regardless of frequency of use, and a PTA form is required prior to dropping off your child.

Encom Medical Alert Module

HCOS-enrolled and Heritage-Registered students will see the Medical Alert Plan icon on each student's home page in Encom. Based on the status of the form, there may be a coloured shape to indicate that a form has been requested and submitted, documents are still to be added, or completed.

> If the green check mark is not showing, there are still outstanding pieces. Please watch for emails from medical@onlineschool.ca to ensure all pieces are completed in a timely manner.



If blank, N/A or has not yet been requested. If there is an icon showing:

Requested	Parent Submitted	Waiting on documents	All documentation complete
			

Upon clicking the icon, the form will open up with initial contact fields to complete or edit, including contact information.

The next page includes symptoms and action steps. Please include details so that we are adequately aware of symptoms, preventative measures, and the action needed should an incident arise. A Permission to Administer Medicine form is also required if applicable.

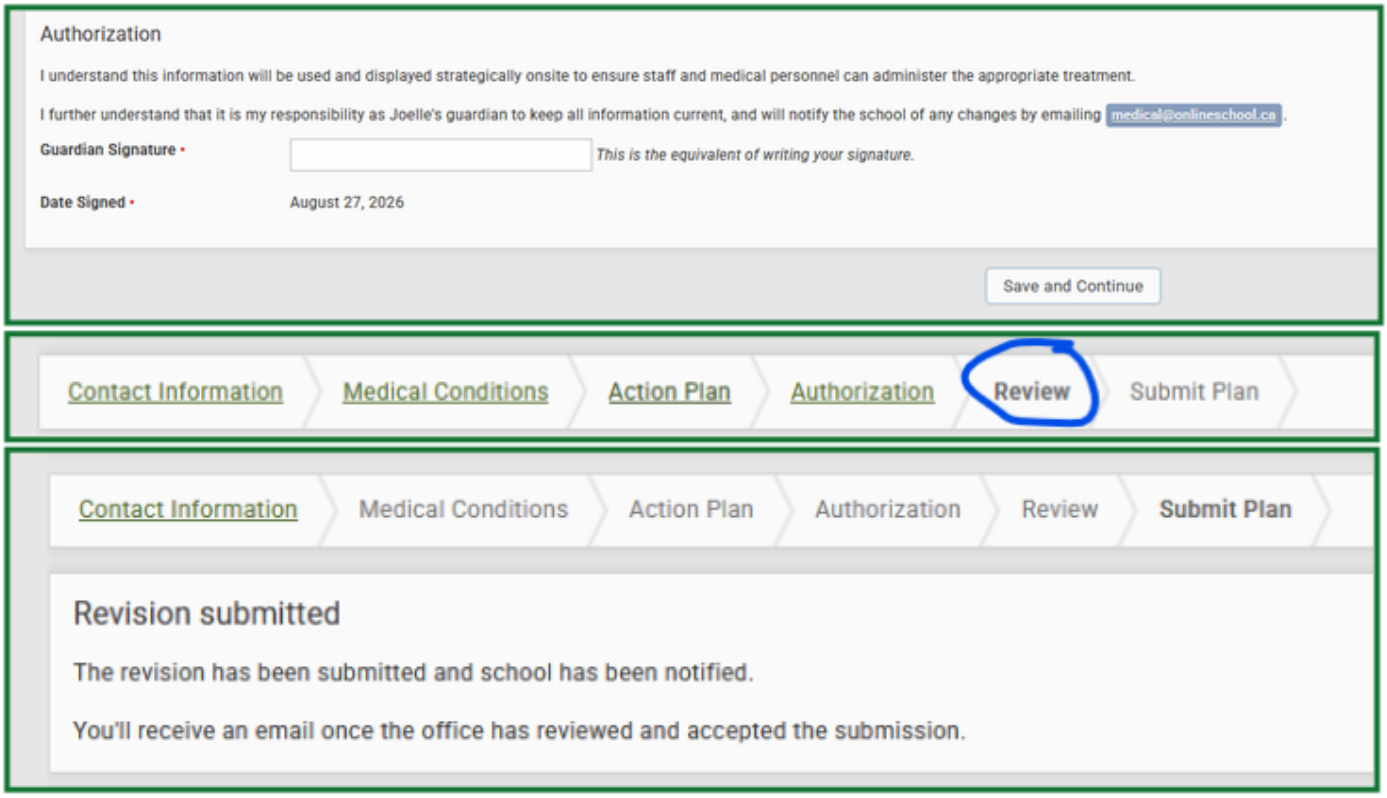
Suggested completion of Action steps, being very clear when there are multiple conditions:
Step 1: Triggers and symptoms
Step 2: Initial response
Step 3: Escalated response
Step 4: Emergency response - Call 911, accompany or follow the ambulance taking the student to

the hospital, contacting parents and following up as needed.

Note that anytime the student requires prompting or assistance to use their medication, the Permission To Administer form will be required and 'Yes' indicated in this portion of the Plan.

> If Anaphylaxis response is suspected, we will proceed with Emergency Anaphylaxis procedures. For students experiencing difficulty breathing and who are diagnosed with Anaphylaxis and Asthma, it is important to administer both medications prescribed, epinephrine first, followed by the inhaler and continue with emergency protocols.

> **Important:** When completing the Medical Alert Plan (new or revision), you will be asked to sign (with "Save and Continue"). Review the form on the next page that appears and click "Save and Continue" at the bottom, at which point it's saved. You will receive the form submission notification.



Examples:

> **Where there are multiple conditions, one of which is anaphylaxis, action step 1 should be:**
> "If Anaphylaxis response is suspected, please proceed with Emergency Anaphylaxis procedures. When condition is present with multiple symptoms, it is best to err on the side

> of caution."

1. Medical Condition: Other

Eg. food or seasonal allergies

Step 1 Student has an allergic reaction (food item to grass, cats and dairy) when it's (touched, ingested, near student). Student usually takes a Benadryl before class (at home) when allergy season is in full swing.

Step 2 (child's name) will start (possibilities: coughing, sneezing, get hives, red, itchy eyes) when he/she is having an allergic reaction.
Taking an antihistamine will usually clear up his/ her symptoms; (child's name) will have Benadryl and will **self-administer.**

Step 3 If the antihistamine does not work, _____(name of child) has a puffer (can self-administer) that he/ she takes to clear up his symptoms. OR If (child's name) is very uncomfortable, please call parent to come and respond to their medical needs.

Step 4 If the student is still struggling after __ minutes, please call _____ (name of parent or guardian) to come and respond to their medical needs.

2. Medical Condition: Anaphylaxis

Allergy: nuts

Complete action steps with information on what to look for and each step, *in addition to the Anaphylaxis Action Plan* (form section opens when medical condition is indicated).

Step 1:
If an anaphylaxis response is suspected, please proceed with Emergency Anaphylaxis procedures (EpiPen) as per school policy.

Step 2:
Symptoms will occur with contact to nuts, not just ingestion.
If (child's name) starts wheezing, administer epinephrine.

Step 3:
Call 911, accompany or follow the ambulance taking the student to the hospital, contacting parents and following up as needed.

3. Medical Condition: Diabetes

Please print and complete this (annually required) Diabetes Support Plan and then email it to medical@onlineschool.ca so that we can upload it into the Encom Medical Alert Plan. Any additional information can be outlined in Encom's Medical Alert Plan (examples provided).

Step 1
Please see the uploaded Diabetes Support Plan for this student and follow the steps as outlined.

Step 2
Treat hypoglycemia by administering fast-acting glucose provided in the medical kit.
Call the parent or guardian to treat hyperglycemia.

Step 3
In case of severe hypoglycemia resulting in seizure or loss of consciousness, administer (per Permission to Administer form, not insulin) and call 911. Accompany or follow the ambulance taking child to the hospital, contact parents and follow up as needed.

4. Seizures

Please print and complete the (annually required) Seizure Action Plan (parent completes the orange section and forwards to their physician to complete the green section). Once complete, please email it to medical@onlineschool.ca upload it into the Encom Medical Alert Plan.

Step 1: Please see this student's uploaded Seizure Action Plan and follow the steps as outlined.

Step 2: Ensure that there is no food currently in his/her mouth or throat if eating at the time of seizing

Step 3: Calmly assure him/ her when he/ she returns to consciousness. At times, he/ she will lose control of _____while seizing. Oftentimes, he/she is nauseous and may throw up after regaining consciousness. Please contact the parent or guardian right away to attend to his/her medical and personal needs.

Step 4: If seizing for more than two minutes, administer emergency medication and call 911.

5. Asthma (of all levels of severity)

Please print and complete this (annually required) Asthma Action Plan (Ages 5-11 and Ages 12-17) and email the completed document(s) to medical@onlineschool.ca for upload within the Medical Alert Plan module.

Step 1
a) Will bring inhaler, needs access to, but does not need assistance, to administer it if required. The

Teacher will be informed of its whereabouts. My child is responsible for knowing the location of the inhaler at all times.

b) If ____ (child name) is experiencing shortness of breath or starting to look flushed (add any symptoms to watch for) administer _____ and observe. Student will need assistance with _____.

Step 2 If breathing is not resolving within __ minutes, call parent to attend to (child name)'s medical needs.

Step 3 In the occasion that (child's name) is experiencing severe issues breathing, call 911 and accompany or follow the ambulance taking the student to the hospital, contacting parents and following up as needed.

6. Multiple Conditions - Please clearly outline which steps are for each condition.

Step 1

If similar symptoms present, such as hives or itchiness, and an anaphylaxis response is suspected, please proceed with Emergency Anaphylaxis procedures. If similar symptoms present for both asthma and anaphylaxis, and an anaphylaxis response is suspected, administer both the EpiPen and prescribed asthma medications. When condition is present with multiple symptoms, it is best to err on the side of caution.

Step 2:

Allergy to nuts: Anaphylaxis when ingested

Asthma: May have breathing issues when she has a bad cold or due to intense exercise.

Step 3:

Asthma - Will bring inhaler, needs access to, but does not need assistance, to administer it if required. The Teacher will be informed of its whereabouts. My child is responsible for knowing the location of the inhaler at all times. Please call parent if breathing does not resolve within ____ minutes.

Step 4:

Anaphylaxis- administer EpiPen and call 911.
Asthma- if severe breathing issues, call 911

Accompany or follow the ambulance taking the student to the hospital, contacting parents and following up as needed.

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