



GVSD STUDENT HEALTH AND SAFETY

A Collation of Frequently Asked and/or Pertinent
Questions regarding Student Health and Safety

Created by: Healthy, Safe and Caring Schools
Program in partnership with Island Health
Public Health



This document does not attempt to address all the questions you may have regarding student health and safety. But rather, it has resulted from commonly asked questions (as well as questions that are less common but pertinent) that are directed to the Healthy, Safe and Caring Schools Program.

Contents

DIABETES.....	3
Q. Who should receive the Glucagon training and how often?.....	3
Q. What should we do if a new student arrives at school that has diabetes and takes medications?.....	3
ANAPHYLAXIS.....	3
Q. How many Epi pens should a school have?.....	3
Q. When buying epinephrine auto-injectors, can we just purchase the over 65lb version or is that harmful to smaller children?	3
Q. Should a child keep their Epi-Pen with them at all times while at school?.....	4
Q. When a student has an anaphylactic reaction what sort of documentation is required?.....	4
Q. Is anaphylaxis training required for all teachers or only those with an identified student? When should this be completed?.....	4
Q. Are there any alternatives to peanut butter that are safe for students with peanut allergies?.....	4
MEDICAL CONDITIONS/ILLNESS.....	5
Q. Does the Medical Administration form need to signed and completed annually?.....	5
Q. We have been told by a parent that a child from our school may have a communicable disease, (also known as contagious disease) such as whooping cough, chicken pox, measles what should we do?	5
Q. A child in our school has been sick with Hand Foot and Mouth disease, when can they return to school and should we take extra precautions?.....	6

- Q. We have a student who has started having seizures and we are trying to develop a safety plan around what to do in the event.....6**
- Q. What should we do if a student gets a needle stick injury from a used syringe while in our care?6**

MISCELLANEOUS..... 6

- Q. Do you have any appropriate posters for a scent free school or classroom?6**
- Q. What is the policy for dogs being allowed in schools?.....6**
- Q. How do we request a crossing guard?7**
- Q. What is the liability for schools when using inflatables for school events?7**
- Q. Do all volunteers handling food in schools need to be food safe certified?.....7**
- Q. Where can you access free glasses for students?7**
- Q. Where can families access free dental care?.....7**
- Q. How do families get the free medical alert bracelet?.....7**
- Q. Where do we purchase earthquake supplies?.....8**
- Q. Who is responsible for student first aid?.....8**
- Q. Can we give Tylenol/Aspirin to students who have a headache or menstrual cramps?.....8**
- Q. Can we use alcohol wipes to clean student wounds?8**
- Q. Where do we purchase first aid supplies?8**
- Q. What are the legal requirements for the medical rooms for student first aid? ...8**
- Q. Can we use sting stop for a bee sting?8**
- Q. What should we do when we suspect a concussion?.....9**
- Q. Can we use instant ice packs?9**
- Q. What do you do about suspected food poisoning at school?9**

APPENDIX 10

DIABETES

Q. Who should receive the Glucagon training and how often?

A. Island Health will provide glucagon training to designated school staff in a school where a child or youth with Type 1 diabetes attends, and if glucagon administration is requested and is supplied by the parent. The training is offered 6 times in the school year Sept- April via the GVSD Healthy, Safe and Caring Schools Program. Staff may register for the training online at this [link](#)

Two designated school personnel require annual training on the administration of glucagon.

[Provincial Standards: Supporting Students with Type 1 Diabetes in the School Setting](#)

Q. What should we do if a new student arrives at school that has diabetes and takes medications?

A. A Diabetes Support Plan and Medical Alert Information form are required for every student with Type 1 Diabetes enrolled in the BC Public Education System and participating Independent Schools. These forms can be found in the [GVSD Toolkit for Management of Emergency Medical Conditions](#) or provided by Island Health Nursing Support Services (see below).

Delegation: Students who are not able to perform blood glucose monitoring and/or insulin administration can have these tasks performed or supervised by school staff through a process called delegation. Nursing Support Services (NSS) is available to delegate these nursing tasks when it is deemed to be in the best interest of the student.

Within the Greater Victoria School District, NSS can be contacted at Saanich Health Unit (250-519-5100) or via the Public Health Nurse.

ANAPHYLAXIS

Q. How many Epi pens should a school have?

- Schools will purchase at least one epinephrine auto-injector annually for an emergency situation. Epinephrine auto-injectors come in two dosage strengths, junior and regular (see answer to the following question for weight requirements). Schools will ensure appropriate dosages are available.
- Schools will request parents to provide two epinephrine auto-injectors. These must be current (not expired).
- The auto-injectors do not need to be stored in a fridge; they can be stored at room temperature.

Q. When buying epinephrine auto-injectors, can we just purchase the over 65lb version or is that harmful to smaller children?

A. The recommendations from Allergy Canada are as follows:

- The higher .30 mg dosage of the EpiPen auto-injector should be used for adults and children weighing 30 kg (66 lbs) or more
- The .15 mg dosage should be used for children weighing 15 to 30 kg (33 to 66 lbs)
- [GVSD Anaphylaxis Regulation 5141.21](#) states that Epinephrine auto-injectors come in two dosage strengths. Schools will ensure appropriate dosages are available.
- **In the event that a small child is in need of an injection and the only available dosage is .30 mg it will not harm the child**

Q. Should a child keep their Epi-Pen with them at all times while at school?

A. [GVSD Anaphylaxis Regulation 5141.21](#) states that one of the student's auto-injectors will be kept with the them at all times and the other kept in a central unlocked location in the school office. All staff should know the location of them, in case of emergency when they may be called upon to get it.

Q. What is the process when we take a student who is at risk of anaphylaxis on a field trip?

A. Refer to item #9 on [Field Trip Planning Checklist](#)

Q. When a student has an anaphylactic reaction what sort of documentation is required?

A. Schools must complete online reporting through the [Schools Protection Program](#)

Q. Is anaphylaxis training required for all teachers or only those with an identified student? When should this be completed?

As per our [GVSD Anaphylaxis Regulation 5141.21](#) Principals are required to provide anaphylaxis training at the beginning of each school year. All school staff and other persons reasonably expected to have supervisory responsibility of school-age students are expected to attend the training. This may include food service staff, volunteers, bus drivers, etc

Anaphylaxis Training recommended by Public Health is [Anaphylaxis in Schools](#)

[GVSD Anaphylaxis Regulation 5141.21](#)

Q. Are there any alternatives to peanut butter that are safe for students with peanut allergies?

A. [WOW Butter](#) is a safe alternative to peanut butter. It is made in a dedicated 100% peanut free, tree nut free, gluten free, dairy free and egg free facility. It can be purchased at most grocery stores or contact [Emily Fernyhough](#) if you would like to purchase it in bulk.

MEDICAL CONDITIONS/ILLNESS

Q. Does the Medical Administration form need to signed and completed annually?

A. The Medical Administration form is valid indefinitely unless the student's health condition changes. If this is the case, the form must be completed again by the student's parents/guardians and physician. No medications can be given without a signed medication administration form. The form can be found [here](#)

Q. We have been told by a parent that a child from our school may have a communicable disease, (also known as contagious disease) such as whooping cough, chicken pox, measles what should we do?

CONFIRMED CASE

- A. When there is a confirmed case of a communicable (contagious) disease in a school

Confirmed case means that the student

- a. has seen a doctor;
- b. been tested;
- c. and the lab has confirmed the student has the disease

In this case, the lab will automatically contact Island Health Communicable Disease Department (CDD) who in turn contacts Public Health and the following occurs:

1. Public Health is provided the name of the school;
2. CDD provides Public Health with a school letter;
3. Public Health attaches the appropriate BC Health File and the school letter to an email and forwards it to the school Administrators
4. Contact GVSD Community Engagement and Communications [Lisa McPhail](#)

****PLEASE DO NOT SEND LETTERS HOME TO FAMILIES UNTIL INSTRUCTED BY PUBLIC HEALTH TO DO SO, AND ONLY USE THE LETTER THAT IS SENT TO YOU BY PUBLIC HEALTH.**

SUSPECTED CASE

- B. When there is a suspected case of a communicable (contagious) disease in a school

Suspected means that the student, parent or others suspect that a disease is present but they **have not** completed **all** the steps below

1. seen a doctor;
2. been tested;
3. had confirmation from the lab

In this case, call one of our local Public Health Offices for guidance. The [Communicable Disease](#) pathway contains the phone numbers of all the local offices and you may call anyone of them.

****PLEASE DO NOT SEND LETTERS HOME TO FAMILIES UNTIL INSTRUCTED BY PUBLIC HEALTH TO DO SO, AND ONLY USE THE LETTER THAT IS SENT TO YOU BY PUBLIC HEALTH.**

Q. A child in our school has been sick with Hand Foot and Mouth disease, when can they return to school and should we take extra precautions?

A. The [Quick Guide to Childhood Diseases](#) published by BC Centre for Disease Control is a thorough guide to all childhood diseases. They are listed alphabetically and include clear information on when children should stay away from school and when they can return.

Q. We have a student who has started having seizures and we are trying to develop a safety plan around what to do in the event.

A. If the student is required to have 'rescue medication' when they have a seizure, Nursing Support Services (NSS) will develop a Plan of Care, for the emergency management of the situation and for administering the medication. NSS can be contacted at Saanich Health Unit (250-519-5100) or via the Public Health Nurse.

If no 'rescue medication' is required, the school can develop a plan in consultation with the family. In this instance the school would use the [GVSD Seizure Disorder Action Plan](#)

For general information on epilepsy and seizures visit [here](#)

Q. What should we do if a student gets a needle stick injury from a used syringe while in our care?

- Wash the affected body part with soap and water;
- Disinfect with an alcohol swab;
- Apply a sterile dressing if necessary
- Contact the student's parent/guardian
- Advise the student's family what has happened and to take them to the nearest Emergency Department
- Island Health Communicable Disease will automatically be notified when the student is taken to the Emergency Department
- You may follow up with your Public Health Nurse if you feel the need to do so

[HealthLinkBC information on Accidental Needle Sticks](#)

MISCELLANEOUS

Q. Do you have any appropriate posters for a scent free school or classroom?

A. [One Learning Community –We are Allergy Aware Posters](#)

Q. What is the policy for dogs being allowed in schools?

[GVSD Animals in Schools Regulation 6163.6](#) states animals should only be in the school for educational purposes. In addition, service dogs supporting a student or staff member with a disability or other would be allowed. To have a dog in a school for reasons other than listed above, would create an undue risk to staff and students.

Q. How do we request a crossing guard?

A. [Beacon Community Services](#) facilitates the crossing guard program for our district.

Q. What is the liability for schools when using inflatables for school events?

The Risk Management Division of Schools Protection Plan has an in depth review of what schools should consider and follow when using inflatables.

To obtain a copy of this document contact Vicki Hanley at vhanley@sd61.bc.ca

Q. Do all volunteers handling food in schools need to be food safe certified?

Food safe procedures must be followed at all times when dealing with food in schools. The [BC Public Health Act: Food Premises Regulation](#) requires the operator of the kitchen and at least one other person to possess FOODSAFE Certification Level 1 in the event that the operator is absent. This means that there must be one person present at all times that has FOODSAFE Level 1 certification but it is not necessary for all volunteers to be certified.

Q. Where can you access free glasses for students?

A. GVSD is a participating district in the Eye see, Eye Learn Program. This provides free eye exams and glasses to any kindergarten students that require them. [Participating Optometrists and program info](#)

The [Healthy Kids Program](#) also provides coverage for basic optical care assistance to children in low-income families, who are not in receipt of income assistance, disability assistance or hardship assistance.

Q. Where can families access free dental care?

A. The [Healthy Kids Program](#) provides coverage for basic dental treatment, optical care, and hearing assistance to children in low-income families, who are not in receipt of income assistance, disability assistance or hardship assistance. Children in families receiving any level of Medical Services Plan (MSP) *premium assistance* through the Ministry of Health are eligible for the Healthy Kids Program.

[Healthy Kids Program brochure](#)

Q. How do families get the free medical alert bracelet?

A. The MedicAlert® Foundation Canada is a charitable organization which is the leading provider of emergency medical information services linked to customized medical

bracelets and necklaces. MedicAlert offers free memberships to students (from age 4 to their 14th birthday) through the No Child Without® program in select schools.

All GVSD elementary and middle schools are participating members in the [Medic Alert No Child Without](#) Program. If parents would like to apply for a free medical bracelet for their child they should obtain a brochure from your school office. If your school does not have any brochures contact the [Healthy, Safe and Caring Schools Coordinator](#)

Q. Where do we purchase earthquake supplies?

A. You can purchase from any reputable supplier such as [Columbia Fire & Safety Ltd.](#)

Q. Who is responsible for student first aid?

A. Standard practice in most schools is Educational Assistants attend to minor injuries (band aids, ice packs) and major injuries are taken care of by the First Aid attendants on site as per [GVSD Health and Safety policy 4300.1](#)

Q. Can we give Tylenol/Aspirin to students who have a headache or menstrual cramps?

A. Providing students with oral medication would fall under [GVSD Oral Topical Medication Regulations 5141.20](#). If oral medication is administered it must be requested by a parent in writing, provided by the parent and there must be a staff member that volunteers to administer the medication.

If secondary students require Tylenol/Aspirin it is recommended that they bring their own supply, call a parent to bring it to the school, or if condition is severe leave school for the day.

Q. Can we use alcohol wipes to clean student wounds?

A. GVSD does not have a policy on this therefore we refer to Island Health who are the experts in this area. Island Health's policy for wound cleansing is to use sterile saline and NOT alcohol wipes.

[HealthLinkBC Care of a Skin Care Wound](#)

Q. Where do we purchase first aid supplies?

A. You may purchase from any reputable supplier such as [Columbia Fire & Safety Ltd.](#)

Q. What are the legal requirements for the medical rooms for student first aid?

A. GVSD nor Island Health have written requirements for student medical rooms or what supplies need to be provided for students. Worksafe BC requirements only pertain to adult employees.

Q. Can we use sting stop for a bee sting?

A. The use of Sting Stop would fall under [GVSD Oral Topical Medication Regulations 5141.20](#). If topical medication is administered it must be requested by a parent in writing, there must also be a staff member that volunteers to administer the medication.

The form that schools can use for the administration of medication can be found at the [Healthy, Safe and Caring Schools website](#) under Student Health and Safety in the GVSD Toolkit for Management of Medical Emergencies.

[Health LinkBC](#) file on insect stings recommends applying an ice pack to a bee sting as an effective treatment.

Q. What should we do when we suspect a concussion?

A. GVSD is in the process of developing concussion management strategies. As this time, GVSD recommends using the online [Concussion Awareness Training Tool](#) (CATT) for professional education on concussions. If you suspect a concussion you may use the [Concussion Response Tool](#) which is part of CATT.

[GVSD Concussions Awareness Policy 5141.22](#)

Q. Can we use instant ice packs?

A. There is no official document from GVSD that outlines which ice packs you can or cannot use with students. There was an incident with a staff member in 2009 whereby the ice pack leaked and skin was burnt. At that time a memo went out which recommended that instant ice packs only be used on field trips.

[HealthLinkBC](#) offers many alternatives to store bought or instant ice packs. It also states that a cloth should always be between the skin and the ice pack and to apply ice for no longer than 15 to 20 minutes at a time.

Q. What do you do about suspected food poisoning at school?

A. Contact Island Health Environmental Health Office at 250-519-3401. You will need to supply the location, date, time and food history.

APPENDIX

[Anaphylaxis Action Plans and Forms](#)

[Anaphylaxis Policy 5142.21](#)

[Anaphylaxis Regulations 5142.21](#)

[Anaphylaxis Training](#)

[Camosun College Dental Program](#)

[Concussion Awareness Training](#)

[Diabetes Action Plan and Forms](#)

[Eye See Eye Learn](#)

[Free Psychiatric Medication](#)

[Glucagon Training 2017-2018](#)

[GVSD Toolkit for Management of Emergency Medical Conditions](#)

[Head Lice Management Guidelines](#)

[Island Health Newsletter Inserts 2017-2018](#)

[MedicAlert No Child Without](#)

[Oral Topical Medication Policy 5141.20](#)

[Oral Topical Medication Regulations 5141.20](#)

[Orca Dental Clinic](#)

[Quick Guide to Childhood Diseases](#)