



Medical Conditions Package

Heart Condition Protocol

Revised September 2021

Achieving Believing Belonging

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PART I

Rationale for Heart Condition Procedures

The goal is to educate school personnel about heart conditions its causes, symptoms and treatments:

- to prevent sudden cardiac death in students who are not diagnosed with a heart condition and who exhibit possible warning signs;
- in order that a student diagnosed with a heart condition can have the support, and accommodations needed in the school setting (or on a school trip) to be safe and successfully participate in their education.

Goal

The goal of this protocol is to:

- enable students with a heart condition to participate equitably and inclusively in all school activities as outlined in the Student Plan of Care.
- educate school personnel about the heart condition, its causes, symptoms, emergency treatments
- outline responsibilities for the care and management of students with a heart condition
- provide strategies on how to support the student in the management of their heart condition in the school setting and at school sponsored activities off school site
- minimize anxiety on the part of parents/guardians and school personnel by outlining appropriate steps to minimize risks and ensure the safety, health and success of students with Heart Conditions while they are under school supervision

The ultimate responsibility for the management of the heart condition rests with the family and the student.

The ultimate goal of heart condition management within the school setting is to have the student be independent in managing their Heart Conditions. The school role is to provide **support** as the student moves from dependence to independence and to create a supportive environment in which this transition can occur. This independence includes the specific management of their medical condition as outline in the Student Plan of Care. Independence of care also includes the development of self-advocacy skills and a circle of support among persons who understand the disease and can provide assistance as needed.

Duty of Care:

This Heart Condition protocol for school administrators, teachers and other employees has been developed to meet the requirements of:

Education Act 265 (1): Duties of Principals

j) care of pupils and property – to give assiduous attention to the health and comfort the pupils

Education Act, Regulations: Reg. 298, S20: Duties of Teachers

g) ensure that all reasonable safety procedures are carried out in courses and activities for which the teacher is responsible

Common Law Duties:

To assist or allow a student to seek medical attention as a ‘careful parent’ would. The board’s liability policy provides coverage for employees acting within the scope of their duties with the board. Thus, all school staff who administer first aid to a student who is suffering from anaphylactic emergency within the school or during a school activity, are covered.

Communication of Information on Heart Conditions:

The Board's public webpage (www.hcdsb.org) offers resources that include information about heart conditions that can be shared with parents/guardians of students with a heart condition – www.hcdsb.org > PARENTS/GUARDIANS> Your child's health > medical condition > heart condition.

PART II

What are Diagnosed Heart Conditions?

Heart conditions tend to have structural problems with the way the heart is formed, heart muscle problems or problems with the electrical system of the heart, e.g. cardiac rhythm disorders; congenital heart disease.

Heart disease: Any disorder that affects the heart. Heart disease is synonymous with cardiac disease but not with cardiovascular disease which is any disease of the heart or blood vessels.

Information on the student's Heart Condition: As each student's heart condition is unique to that student it is important that there is communication with the child's parents/guardians to explain their child's condition(s). Where appropriate, to better understand the child's condition information from the child's doctor(s) may be sought.

PART III

School Administrator/Designate Responsibilities in Implementing Heart Conditions Protocol:

General:

- ☐ School Administrator is to be familiar with the contents of the following:
[StaffNet → Forms → SS:05 Medical Conditions – Heart Conditions](#)
 - Heart Conditions Protocol
 - Parent/Guardian Package (includes Student Plan of Care)
 - Additional Heart Conditions Resources.
- ☐ Support inclusion by allowing students with heart condition to perform daily or routine management activities and to participate to their full potential as outlined in the Student Plan of Care, while being aware of confidentiality and dignity of the student.
- ☐ **Students transferring between panels** (elementary to secondary):
School Administrators from the Elementary Panel are to ensure names of students who have (a) prevalent medical condition(s) are entered into the Board's student database system (e.g. Trillium) outlining each medical condition, as applicable

Safety Considerations in the Event of an Emergency (Bomb Threat; Evacuation; Hold and Secure; Lock Down)

- Support student(s) with prevalent medical conditions in the event of a school emergency (e.g. bomb threat; evacuation; hold and secure; lock down)
 - Specifically:
 - **Anaphylaxis:** ensure student has epinephrine auto injector
 - **Asthma:** ensure student has reliever medication(s)
 - **Diabetes:** ensure student has test kit and fast acting sugars are available
- Notify police/emergency responders of students, and staff, that have a heart condition that may result in a medical emergency in the event of a lock down or bomb threat.

Communication with Parents/Guardians of a Student Diagnosed with Heart Conditions:

Identification:

Have a process in place where students with a heart condition are identified to the school by parents/guardians and requested to supply information on the Heart Conditions condition.

- **Students, new to the school, during registration**

(e.g. Question on registration form: *specifically asking whether or not their student has heart condition*)

A copy of the Parent/Guardian Heart Conditions Package (Student Plan of Care and Request and Consent for the Administration of medication) is provided to parents/guardians for information and completion of forms

- **Students presently registered at school (e.g. Verification form)**

At the beginning of each school year, the school principal/designate shall have a process in place of requesting parent/guardian/adult student to identify if there is a new diagnosis of Heart Conditions (where appropriate throughout the school year)

- Ensure student's medical condition(s) are entered into the Board's student database system.
- Ensure that students with both **Heart Conditions** and **Heart Conditions** have their Heart Conditions condition included on their Heart Conditions Emergency Treatment and vice versa

Sample Information to gather from parents/guardians for Student Plan of Care:

Heart Condition – Identified

Effects of heart condition on:

- learning (cognitive)
- physical activity
- accommodations to be made

Medication to be taken at school

- side effects of medication to learning/physical activity
- accommodation to be made

Emergency Treatment Plan

- identification of warning signs
- Emergency Treatment Plan
- When to call 911
- When to call home.

Identification of Students with Heart Condition to School Staff and Others:

Principal to ensure the following:

- ☐ **Halton Transportation Services (HSTS):** Provide requested information regarding students who will be attending school in September diagnosed with a heart condition.

September: bus drivers (morning and afternoon routes): identify students on their bus diagnosed with anaphylaxis and triggers

- ☐ **Teachers supervising classes for lunch, volunteers etc.:** Identification and Emergency Treatment Plan- posted in classroom
- ☐ **All staff:** At-a-Glance- Posted in Staffroom, health room, first aid room, office (as applicable).

- **Teachers on yard duty:** Principal to develop and communicate a process of student identification.
- **Occasional Teachers:** teacher to provide information on SMART FIND with location of Student Plan of Care

Proof of Diagnosis:

Parents/Guardians are requested to provide the following 'proof of diagnosis' (to place in student file):

- a letter/note from the physician or specialist

Development and Procedures with Student Plan of Care:

The parent/guardian in consultation with the principal shall develop the student plan of care following the HCDSB Heart Conditions Protocol and the Student Plan of Care located in Parent/Guardian Package. The Student Plan of Care shall be reviewed/updated on an annual basis or when there is a change in the student's condition. The annual review process begins in June when the student's plan of care is given to the parents/guardians to make changes where appropriate and to return the Student Plan of Care in August for a meeting with principal.

- Where appropriate, the classroom teacher is to be part of the information sharing process
- Where there are no changes in the student's condition or treatment strategy parent/guardian may authorize continuation of the previous year's Student Plan of Care by initialing and dating.
- When there are changes to Contact Information; Medication or to Medical Diagnosis follow board/school procedures

[StaffNet → Forms → SS:05-Medical Conditions - General: Change of Medical Diagnosis Form](#) outlined in [Appendix B] and Form [Appendix C]

Location of Completed Plan of Care:

Provide the classroom teacher with a completed copy of the Student Plan of Care and determine who will share the information with other staff members who are in direct contact on a regular basis with the student (e.g. educational assistants, other teachers, volunteers).

- Elementary Teacher will locate the Student Plan of Care in the Occasional Teacher folder located on the teacher's desk.
- Secondary Teacher will locate the Student Plan of Care attached to day plans.
- Copy in student Heart Conditions file

Student File:

A student file is to be maintained for each student with a heart condition. The file can be a separate file; however, the Student Plan of Care (original document) must also be placed in the OSR

- Student's Plan of Care and current emergency contact information
- Supporting Documentation: Proof of diagnosis
- Request and Consent for the Administration of Epinephrine Form

Communication with School Staff – In Service

Resources for information and training:

- HCDSB Heart Condition Protocol
- Student(s) Plan of Care
- Resources: StaffNet → Forms → SS:05 Medical Condition: Heart Condition

Provide teachers with access to the HCDSB Heart Condition Protocol. Go over sections relevant to teachers.

Information to be provided to school staff:

- ☐ Identification of student(s) with heart condition
- ☐ Information about the Heart Condition as it applies to Student(s) in the School

Other Information:

- **Supervision during yard duty** (Elementary Schools):
Follow school procedures for identifying student(s) with Heart Condition. Follow school procedures for contacting office/first aid provider in case of emergency.
- **When acting as Field trips organizer (day, overnight, extensive)** follow school procedures outlined in Field Trips and Student with Heart Condition. [Appendix A]
- **When acting as a supervisor of a club or a coach of athletics:**
 - Follow school procedures in identifying students with heart condition
 - Be familiar with content of Student's Plan of Care
 - Assist student in managing their heart condition
 - Know how to respond to an emergency situation

Communication with Classroom Teacher and Staff with Direct Contact to the Student on a Regular Basis

- ☐ **Student Plan of Care:** School administrator is to meet with classroom teacher, and where appropriate all teachers who come in direct contact with the student of a regular basis, and review the contents of the completed Student's Plan of Care. Provide a copy to the classroom teacher.
- ☐ **Occasional and On Call Teachers Information:**
 - Identify a process to teachers for informing Occasional and On Call Teachers of the presence of students with heart conditions in the classroom (e.g., Elementary - located on teacher's desk and/or follow elementary school procedure for location, by the school principal; Secondary – follow secondary school procedure for location)
Occasional Teachers: Provide teaching staff with school protocol for informing occasional teachers about students with heart condition. For example:
 - When calling in an absence the teacher is to indicate on the SMART FIND system that there is a child with a heart condition
 - Student's Emergency Treatment Form and Student Plan of Care are attached to teacher's lesson plan.
 - **On Call Teachers:** Classroom teachers are to provide a list (e.g., on day plans) that identify students with medical conditions – Heart Condition
- ☐ **Document In service and Record Attendance:**
 - Have a process of documenting in service – date, time and brief content. For absent staff provide in service at earliest opportunity.
- ☐ In the event of an Emergency (Bomb Threat, Evacuation, Hold and Secure, lockdown) check the student(s) have their medication for their heart condition.

PART IV

Classroom Teacher and Staff in Direct Contact with Student on a Regular Basis – Responsibilities

- ☐ Participate in the heart condition information and training session provided by principal. If in serviced is missed to make arrangements for information as soon as reasonably possible.
- ☐ Know how to access the HCDSB Heart Condition Protocol
- ☐ Know the identity of students in your class diagnosed with a heart condition
- ☐ Have a copy of the Student's Plan of Care and follow contents in assisting student in managing their heart condition and when applicable know how to respond to an emergency situation.
- ☐ For physical activity (physical education program, daily physical education), check Student Plan of Care for strategies and accommodations.
- ☐ When planning for a field trip (day, overnight, extensive) follow the procedures outlined in Field Trips and Students with Heart Condition (Day Trips, Overnight Trips, Extensive Trips and Exchange programs) [Appendix A].
- ☐ Meet with the student's parents/guardians (where applicable) to gather information related to the student's heart condition.
- ☐ Meet with the student(s) identified with heart condition and explain that:
 - You are aware of their heart condition.
 - You are there to assist them in managing their heart condition.
 - You are there to listen when they are experiencing symptoms or feel hesitant to participate.
 - You are there to support and facilitate a successful activity/school day.
 - The student is to let you know when he/she is feeling unwell.
- ☐ Support inclusion by allowing students with heart condition to perform daily or routine management activities and to participate to their full potential as outlined in the Student Plan of Care, while being aware of confidentiality and dignity of the student.
- ☐ Identify the student(s) diagnosed with heart condition to the occasional teacher as per direction of school administrator:
- ☐ Where appropriate, provide age-appropriate information about heart condition to the class and how students can assist the student.
- ☐ Share information on a student's heart condition with other students, if parent/guardian give consent to do so and as outlined in the Student Plan of Care and authorized by the principal.
- ☐ Document safety information to students. Take attendance. In service students who are absent at the earliest opportunity.
- ☐ Supervise students that they are implementing the management procedures outlined in the Student Plan of Care.
- ☐ In the event of an Emergency (Bomb Threat, Evacuation, Hold and Secure, Lockdown) check the student(s) have their medication for their heart condition.

PART V

Teacher and Staff Member Responsibilities

- ☐ Participate in the heart condition information and training session provided by principal. If in serviced is missed to make arrangements for information as soon as reasonably possible.
- ☐ **When supervising students (e.g., yard duty):**
 - **follow school procedures in identifying student(s) who has a heart condition,**
 - **know how to access assistance by contacting office,**
- ☐ When acting as field trip supervisor (day, overnight, extensive) follow procedures outlined in Field Trips and Student with Heart Condition [Appendix A].
- ☐ When supervising students (e.g., yard duty):
 - ☐ follow school procedures in identifying student(s) who has a heart condition,
 - ☐ know how to access assistance by contacting office
- ☐ When acting as field trip supervisor (day, overnight, extensive) follow procedures outlined in Field Trips and Student with Heart Condition [Appendix A]

Field Trips and Students with Heart Conditions (Day Trips, Overnight Trips, Extensive Trips, Exchange Programs)

- **Process in place to identify students with a heart condition participating** on the trip along with their required medication.
- **Trip travel, site and activities are to be checked for suitability to student's medical condition.** Prior to the trip organizers should review the activities and location for potential hazards and needed accommodations.
- **Communicate with the student's parents/guardians** during the initial planning stages of the trip informing them of the destination, mode of travel and activities students are to participate in. This will allow parent/guardian to potentially identify or anticipate problems and provide input accordingly. By knowing the trip activities, expectations and accommodations parents/guardians will be able to provide an informed decision as to their student's participation.
- For overnight, extensive or exchange programs **parents/guardians are to be informed** that they must:
 - Provide adequate supply of medications.
 - Provide detailed instructions regarding the use of the medications that include the dose and time of day or indications for the use of medication.
- **Tour operator and/or activity provider** needs **to be informed** by the trip supervisor of **the number and identity of students with heart condition(s) and of the required accommodations.** The tour operator/or activity provider must guarantee they can accommodate the student's requirements for safe participation.
- **An emergency action plan for the heart condition** must be prepared by the trip supervisor in communication with the parent/guardian and communicated to all staff and volunteers on the trip.
- **Student forms on the trip:** copies of the Student Plan of Care are to be taken on the trip. The student's chaperone/staff member should have a copy in addition to the trip organizer.
- **Grouping of student(s):** student(s) with heart condition is to be assigned to a group with a staff member who is knowledgeable about managing a heart condition emergency.
- **Buddy system:** In situations where the teacher/supervisor is providing 'in the area supervision' teacher is to assign a knowledgeable 'buddy' to the student. The student and a buddy are to be informed of warning signs of trouble and that if they exist, the buddy is to contact the teacher/supervisor/chaperone.
- **Ensure a means of communication** (e.g. cell phone) and/or other modality of communication is to be taken on the trip in case of an emergency. Check ahead of visit what types of communication the visiting site presently has available.
- **Trip supervisor is to meet students with a heart condition and provide the following information:**
 - Students agree to tell trip supervisor:
 - If they anticipate having trouble with their heart condition on the trip
 - When their heart condition is bothering them
 - If the student is feeling unwell, they are not (never) go off alone or remove themselves to a secluded area, like the washroom. Tell a supervising teacher, volunteer or classmate that they are having difficulty and need help

Change Procedures for Student Contact Information, Medication, Medical Diagnosis.

(This information is provided to parents/guardians in the Parent/Guardian Packages.)

- **Changes to CONTACT INFORMATION e.g. contact person and/or contact number:**
 - Parent/guardians is requested to provide in writing the name of the person(s) with change of contact number to the school administrator.
- **Changes to MEDICATION (e.g., new medication or a change in medication):**
 - School administrator/designate to provide parent/guardian with a copy of the HCDSB Request and Consent for the Administration of Prescribed Medication to be completed and returned. Form provided by the school administrator.
 - Provide changes to medications information to staff responsible for providing medications to the student.
 - Make changes to the Student Plan of Care, where appropriate.
 - Note: File the completed copy of the HCDSB Request and Consent for the Administration of Prescribed Medication in the student's OSR.
- **Changes to MEDICAL DIAGNOSIS:**
 - School administrator/designate provides parent/guardian with a copy of HCDSB Change of Medical Diagnosis Form to be completed and returned. Refer to Changes to Medical Diagnosis [Appendix C].

Note: Changes to the student's medical diagnosis must be accompanied by a note/letter from the student's physician indicating the change.
 - Inform student's teacher(s) and other appropriate staff members.
 - Make changes to the Student's Plan of Care, where appropriate.

Note: File the completed copy of the HCDSB Change of Medical Diagnosis Form along with the student's physician note/letter in the student's OSR.

Change of Medical Diagnosis Form

(Parents/Guardians are required to complete this form and include communication from the student's physician to the school administrator as soon as reasonably possible, if there is a change to the student's medical condition.)

Student's Name: _____ **Grade:** _____

Medical Condition: _____

Teacher's Name: _____ **Date:** _____

Change of Medical Diagnosis:

Change to student's medical accommodations:

Physicians Authorization:

Name: _____

Signature: _____ **Date:** _____

Physicians Comments:

OR

Letter/note from physician must be attached

This information is collected under the authority of the Education Act, and Sabrina's Law and managed in accordance with the Municipal Freedom of Information and Protection of Privacy Act and the Personal Health Information Protection Act. Information will be used in the case of a medical emergency. If you have questions regarding the collection, use or disclosure of this information, please speak to your school Principal.

Completed form along with physicians letter/note to be filed in the student's file and the Ontario School Record (OSR).