

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**506.1  
ADMINISTRATIVE REGULATION  
Information on the Medical Alert Form**

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The Fraser Valley Health Regional and the Chilliwack School District have collaboratively developed the Medical Alert Form for school use.

**1. WHO SHOULD COMPLETE THIS FORM?**

It is designed for students who have:

- a) a medical condition that requires medication at school (ie, ADHD (Ritalin) to anaphalaxis (EpiPen)
- b) a medical condition that requires intervention in the event of epilepsy, diabetes, anaphalaxis (may or may not require medication)

**2. THE PURPOSE OF THE FORM**

The Medical Alert Form provides:

- a) pertinent information on students with the above medical conditions
- b) a quick list of parental preferences in a health emergency
- c) parental request for medication to be administered at school
- d) physician authorization for the administration of medication
- e) parental release for the administration of medication
- f) for a response plan (if required)
- g) information on staff training in the administration of medication
- h) school and public health authorization

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Cross Refs:

Adopted: November 12, 1980  
Reviewed: November 23, 2004  
Revised: February 26, 2002

3. **USING THE MEDICAL ALERT FORM**

The school principal or designated staff member will give the parent/guardian a Medical Alert Form to complete if they have indicated that their child has a health need that will require medication to be taken at school or that may require an emergency intervention. The parent will be provided with instructions on the completion of the form by school staff and in writing (sample letter provided). When the form is returned to the school, the public health nurse should be contacted to review the form and meet with the school principal to develop a response plan.

**All documentation must be finalized prior to the administration of any medication.** In some cases this may mean that the child will not attend school until the plan is complete. The administrator will designate a contact person at the school who will be responsible for collecting the form in a timely manner and informing the public health nurse.

4. **RESPONSE PLANNING**

- a) have a training session for staff on the use of an EpiPen
- b) provide school staff with information on the medication or the child's medical condition
- c) design an EMERGENCY RESPONSE PLAN in conjunction with the parent and school staff
- d) designate a staff member to administer and/or supervise medication