

**Subject:** Health Support Services  
**Effective:** September 7, 1999  
**Revised:** October 1, 2004

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### 1.0 PURPOSE

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This policy defines standards and procedures required for the provision of health support services to students while they are the responsibility of the public education system, recognizing this responsibility is shared among parents, the public education system and health care providers.

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### 2.0 APPLICATION

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This policy applies to all schools in the public school system.

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### 3.0 DEFINITIONS

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**Anaphylaxis (Anaphylactic shock)** is a severe allergic reaction that can involve several body systems and lead to death if left untreated. Anaphylaxis can result from reactions to foods, insect stings, medications, latex and other substances. The most common food triggers of anaphylaxis are peanut, tree nuts, shellfish, fish, milk, egg, wheat, soy and sesame. However, a wide variety of other foods and exercise have been known to trigger anaphylaxis. Trace amounts of an allergen can trigger a severe reaction.

**Emergency services** are those provided to a student whose condition requires immediate care to intervene in a potentially life-threatening situation. Emergency services may require specific training and are generally provided according to a pre-established plan.

**EpiPen<sup>®</sup> (epinephrine)** is a disposable spring-loaded syringe with a concealed needle that contains the drug epinephrine. (EpiPen<sup>®</sup> junior is for children who weigh less than 33 pounds. EpiPen<sup>®</sup> regular is for children who weigh 33 pounds or more.)

**Essential routine services** are those which need to be provided on a regular basis as part of a daily routine such as, catheterization, special hygiene procedures, ongoing administration of medication such as Ritalin or Dexedrine, or ongoing observation of a student with certain health conditions, such as diabetes, to determine when intervention is needed. Services of this kind require specific training for staff and a plan to ensure appropriate delivery.

**Health support services** means services without which a student would be unable to attend school, that would normally be provided at home by a family member, and that cannot be deferred until after school hours. This includes medication services, essential routine services and emergency services.

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**Medication services** includes administration of non-prescription medication such as cough syrup, eye drops or pain reliever, and medication prescribed by a physician such as an antibiotic, or an inhalant. Services in this category are temporary and require no training to deliver. In cases where the administration of medication is needed on a longer-term basis and requires training or is related to a condition that requires a management plan, this will be considered to be an **essential routine service**.

**School personnel**, as defined in the [Education Act](#), includes: superintendents, directors of education and other administrative and supervisory personnel; school bus drivers; building maintenance personnel including custodians; secretaries and clerks; teachers; persons other than teachers engaged to assist in the delivery of programs and services to students; and other persons engaged in support areas such as social services, health services, psychology and guidance.

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#### 4.0 LEGAL AUTHORITY

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[Education Act](#), sections

6 The Minister ...

- (a) shall establish educational goals and standards and service goals and standards ...
- (b) may prescribe or approve
  - (i) instructional organization, programs, services and courses, including special education programs and services, and evaluation procedures for such instructional organization, programs, services and courses, including special education programs and services,
  - (ii) pilot, experimental and summer programs, services and courses, including special education programs and services ...

(b.2) may establish provincial policies and guidelines related to public education within the scope of this Act ...

12(4) Where an exceptional pupil is not able to receive a special education program or service in a school due to

- (a) fragile health, hospitalization or convalescence, or
- (b) a condition or need which requires a level of care that cannot be provided effectively in a school setting,

the superintendent concerned may deliver the program or service in the pupil's home or other alternative setting.

13(1) In support of the learning success of his or her child and the learning environment at the school, a parent is expected to ...

- (d) ensure the basic needs of his or her child are met.

27(1) The duties of a teacher employed in a school include ...  
(e) attending to the health and well-being of each pupil.

28(2) The duties of a principal include ...  
(c) ensuring that reasonable steps are taken to create and maintain a safe, positive and effective learning environment.

**5.0 GOALS / PRINCIPLES**

**5.1** The [Education Act](#) ensures that all school-aged children have access to free school privileges. School-aged children should be provided with such essential health support services as are required during school hours and can be delivered in the school environment.

**5.2** The provision of health support services is the ongoing responsibility of the parent. Consequently, in requesting the assistance of school personnel in the provision of these services, parents are temporarily delegating limited authority to the personnel of the public education system, for a particular purpose, rather than relinquishing any part of their parental responsibility.

**5.3** School personnel and others entrusted with the supervision of students have a common law duty of care to assist students during medical emergencies, to the extent that is reasonable for persons without medical training.

**6.0 REQUIREMENTS / STANDARDS**

**6.1 General**

<b>Responsibilities of Parent</b>	<b>Responsibilities of Superintendent/ Principal</b>
<p>Parents whose children require health support services shall:</p> <p><b>Minimize school involvement</b> (a) take all reasonable measures to meet the health/medical needs of their child outside of school hours. When this is not possible, parents shall make every effort to cooperate with and minimize the involvement of school personnel in the delivery of health support services;</p> <p><b>Inform in writing</b> (b) inform the school in writing of any health condition that has the potential to require action by school personnel and to ensure the school is provided with any new, relevant information in writing. This includes changes in symptoms,</p>	<p><b><i>Student Data Collection Form</i></b> The superintendent shall ensure the medical information section of the <i>Student Data Collection Form</i> template (<a href="#">Appendix A</a>), is included in student registration forms developed by schools and sent to parents at the beginning of each school year.</p> <p><b>Medications</b> No medications, over-the-counter or otherwise, shall be administered by school personnel without a written request signed by a parent.</p> <p>No teacher shall be required to administer routine injections as part of his/her regular duties.</p>

<b>Responsibilities of Parent</b>	<b>Responsibilities of Superintendent/ Principal</b>
<p>medication or management of the condition;</p> <p><b>Complete forms</b> (c) return to the school any form required under this policy, accurately completed and signed;</p> <p><b>Contact</b> (d) ensure the parent, or another person authorized to act on the parent's behalf, can be reached to provide direction and/or can pick up the student should, in the opinion of school personnel, the student's condition require this;</p> <p><b>Provide materials</b> (e) provide any materials required to meet the health needs of their child; and</p> <p><b>Costs</b> (f) cover any costs incurred by the school associated with medical treatment including the cost of transportation by ambulance should this be required.</p>	<p>Notwithstanding this, school personnel shall provide assistance in the case of medical emergencies, to the extent of their capability and the means available to them.</p> <p><b>Plans and forms</b> Parents whose children require essential routine services or planning for emergency services shall be provided with a copy of this policy and the applicable forms.</p>

**6.2 Medication Services**

<b>Responsibilities of Parent</b>	<b>Responsibilities of Superintendent/ Principal</b>
<p>Parents requesting school personnel to administer medication or supervise the child's self-administering of medication shall:</p> <p><b>Inform in writing</b> (a) make their request in writing, including:</p> <ol style="list-style-type: none"> <li>1. an explanation of the student's condition;</li> <li>2. the care requested (i.e. administering, assisting, supervising or reminding only); and</li> <li>3. instructions that indicate clearly:               <ol style="list-style-type: none"> <li>i. the name of the medication,</li> <li>ii. dosage,</li> <li>iii. timing/frequency (when or how often, e.g., please give 1 teaspoon cough syrup at 11:30, or remind child to use inhalant pump around 2:00). If no time is indicated, specify how the school will know when to administer the medication,</li> <li>iv. method of administration (e.g. to be taken with food or on an empty stomach), and</li> <li>v. <u>for prescription medications</u>, the doctor's name and phone number, and any significant side-effects of which school personnel should be aware;</li> </ol> </li> </ol> <p><b>Provide medication</b> (b) provide a sufficient supply of medication in its original container, identified with the student's name. Parents must provide "bubble packs/blister packs" and other packaging that will assist schools to provide the correct dosage and prevent sharing of medication;</p> <p><b>Verify expiration</b> (c) verify the expiration date of medication;</p>	<p>The principal shall ensure:</p> <p><b>Complete Medication Log</b> (a) the <i>Medication Log</i> (<a href="#">Appendix B</a>) is completed and the parent's written request is attached;</p> <p><b>Maintenance of Medication Log</b> (b) once the requested service is completed, the <i>Medication Log</i> (<a href="#">Appendix B</a>) is placed in the student's file; and</p> <p><b>Appropriate precautions</b> (c) adequate precautions are taken for the safe storing of medications, respecting the particular storage requirements of the medication.</p>

Responsibilities of Parent	Responsibilities of Superintendent/ Principal
<p><b>Safe transport and disposal</b>            (d) take appropriate measures to ensure safe transportation of the medication and assume responsibility for disposal of items requiring special precautions such as syringes, sharps and expired EpiPens®;</p> <p><b><i>Essential Routine Services and Emergency Plan Form</i></b>            (e) when students require long-term medication to manage a medical condition, parents shall complete the <i>Essential Routine Services and Emergency Plan Form</i> (<a href="#">Appendix C</a>) to ensure school personnel have all the necessary information; and</p> <p><b>Inform school</b>            (f) parents shall inform the school whenever their child is bringing medication to school.</p>	

**6.3 Essential Routine Services**

<b>Responsibilities of Parent</b>	<b>Responsibilities of Superintendent/ Principal</b>
<p>Parents whose children require essential routine services shall:</p> <p><b>Make a plan</b>                      (a) meet with staff designated by the principal, prior to the beginning of each school year, or as soon as possible, to develop/update a written agreement on the service to be provided and the parent's and school's respective roles (and the student's when appropriate). This information is to be recorded on the <i>Essential Routine Services and Emergency Plan Form</i> (<a href="#">Appendix C</a>) and signed by the parent, the principal, the student if 16 years old or older, and an appropriate health care professional;</p> <p><b>Essential Routine Services and Emergency Plan Form</b>                      (b) if more than one service is required, complete Part II of the <i>Essential Routine Services and Emergency Plan Form</i> (<a href="#">Appendix C</a>) separately for each service;</p> <p><b>Attend training</b>                      (c) cooperate with the school to meet the school's training needs and attend the training provided for designated school personnel; and</p> <p><b>Provide supplies</b>                      (d) provide all necessary supplies, equipment and appropriately labelled medication, ensuring these are available at all times.</p> <p>Note: when a student requires ongoing medication, this is considered an essential routine service. See 6.2 for instructions concerning medications.</p>	<p>The principal shall ensure:</p> <p><b>Make a plan</b>                      (a) the parent is provided an opportunity to meet with designated staff, prior to the beginning of each school year as soon as possible to develop/update a written agreement on the service to be provided and the parent's, school's and student's (when appropriate) respective roles. The <i>Essential Routine Services and Emergency Plan Form</i> (<a href="#">Appendix C</a>) is to be completed and signed by the parent, the principal, the student if 16 years old or older, and an appropriate health care professional;</p> <p>Note: Although the <i>Essential Routine Services and Emergency Plan Form</i> (<a href="#">Appendix C</a>) must be reviewed with parents annually, the health care professional's signature is only required initially, and if the requirements of the service requested have changed.</p> <p><b>Provide training</b>                      (b) sufficient training is provided at the beginning of the school year to all persons who require it (e.g., bus drivers), as appropriate to the particular health condition and services to be provided. Training shall also be provided during the school year, as needed, to any person who will have responsibility for the care of the student. Efforts shall be made to include the parents in the training.</p> <p>Note: when a student requires ongoing medication, this is considered an essential routine service. The <i>Medication Log</i> form (<a href="#">Appendix B</a>) must be completed whenever medication is administered.</p>

**6.4 Emergency Services**

<b>Responsibilities of Parent</b>	<b>Responsibilities of Superintendent/ Principal</b>
<p>In cases where a student has a condition that may result in a life-threatening situation, the parent shall:</p> <p><b>Make a plan</b> (a) meet with staff designated by the principal, prior to the beginning of each school year, or as soon as possible, to develop/update a written agreement on the procedure to be followed in the event of a medical emergency, describing the parent’s and school’s respective roles (and the student’s when appropriate). This information is to be recorded on Part III of the <i>Essential Routine Services and Emergency Plan Form</i> (<a href="#">Appendix C</a>);</p> <p><b>Provide medication</b> (b) ensure any required medications are appropriately labelled, are not expired, are provided in sufficient quantity and are on hand at the school and school-related functions at all times;</p> <p>Note: Parents should be aware that, in some areas of the province EpiPens<sup>®</sup> (epinephrine) are not available on ambulances. Depending on where the school is located, a child may require 3 or more EpiPens<sup>®</sup> to get to the nearest hospital;</p> <p><b>Medication management</b> (c) if the medication needs to be on the student’s person, ensure it is appropriately contained and managed;</p> <p><b>Provide medical ID</b> (d) ensure the student wears a Medic Alert<sup>®</sup> bracelet or other suitable identification at all times;</p> <p><b>Attend training</b> (e) attend the training provided for designated school personnel, so that the parent will be fully aware of the particular</p>	<p>The principal shall ensure:</p> <p><b>Emergency plan for school</b> (a) there is a written plan for responding to medical emergencies which is regularly communicated to school personnel and any other persons who may be involved;</p> <p><b>Emergency plan for outside school</b> (b) planning covers medical emergencies that may occur on school buses, special events at the school, field trips and co- and extra-curricular events as well as in the normal school environment;</p> <p><b>Train and communicate</b> (c) staff have the appropriate training for their respective roles in the emergency plan. This includes the provision of appropriate information to casual employees, including substitute teachers; and</p> <p><b>Individual plans</b> (d) measures agreed to, described in Part III of the <i>Essential Routine Services and Emergency Plan Form</i> (<a href="#">Appendix C</a>) of individual students, are put in place.</p>



Responsibilities of Parent	Responsibilities of Superintendent/ Principal
<p>procedures being put into place; and</p> <p><b>Complete forms</b>                      (f) in the case of life-threatening allergies, complete the <i>Extreme Allergy Management and Emergency Plan Form</i> (<a href="#">Appendix D</a>) rather than the <i>Essential Routine Services and Emergency Plan Form</i>.</p>	

### 6.5 Liability Protection

The Province of New Brunswick will indemnify and defend employees, members of the Parent School Support Committees and the District Education Councils, volunteers, and student teachers, in accordance with the principles and processes identified in Policy AD-3108 – [Personal Liability Protection](#) – New Brunswick Administration Manual.

### 6.6 Specific Health Conditions

**Note:** This section contains additional requirements specific to certain health conditions. These are to be followed in the context of the previous sections of this policy.

#### 6.6.1 Life-Threatening Allergies – Risk of Anaphylactic Reaction

Responsibilities of Parent	Responsibilities of Superintendent/ Principal
<p>Parents shall familiarize themselves with all sections of this policy and shall meet their responsibilities as set out in this policy, as applicable.</p>	<p>The principal shall ensure:</p> <p><b>Provide policy and forms</b>                      (a) parents are provided with a copy of this policy and the applicable forms;</p> <p><b>Make a plan</b>                      (b) the parent, and student when appropriate, are provided with an opportunity to meet with designated staff, prior to the beginning of each school year or as soon as possible to develop/update the <i>Extreme Allergy Management and Emergency Plan</i> (<a href="#">Appendix D</a>). This shall include a written agreement on the procedure to be followed in the event of a medical emergency, describing the parent's, school's and student's (when</p>

Responsibilities of Parent	Responsibilities of Superintendent/ Principal
	<p>appropriate) respective roles. The <i>Extreme Allergy Management and Emergency Plan</i> (<a href="#">Appendix D</a>) is to be signed by the parent, the principal, the student if 16 years old or older, and the student's physician;</p> <p>Note: Although the <i>Extreme Allergy Management and Emergency Plan Form</i> (<a href="#">Appendix D</a>) must be reviewed with parents annually, the physician's signature is only required initially, and if the requirements of the service requested have changed.</p> <p><b>Provide training</b></p> <p>(c) a training session on anaphylactic shock is held at the beginning of each school year. Efforts shall be made to include the parents in the training. The Allergy/ Asthma Information Association (AAIA) Anaphylaxis Reference Kit must be used for the training and the session must cover EpiPen<sup>®</sup> administration and the emergency plan to be put in place. Training must be delivered to all staff, including the principal, teachers, school day care personnel, bus drivers, custodians, lunchroom supervisors, resource staff, and any casual employees, including substitute teachers present in the school at the time of the training session;</p> <p><b>Casual employees</b></p> <p>(d) measures are in place to help ensure student safety when the student is under the supervision of an untrained casual employee, including a substitute teacher.</p> <p>Casual employees shall be provided with written instructions concerning the care of the student.</p> <p>Where appropriate, a trained member of the school personnel who will be able to intervene rapidly in the case of</p>

Responsibilities of Parent	Responsibilities of Superintendent/ Principal
	<p>anaphylactic shock will be designated to assist;</p> <p><b>Medication management</b> (e) that the medication, such as an EpiPen<sup>®</sup>, is stored and handled according to the student's <i>Extreme Allergy Management and Emergency Plan Form</i> (<a href="#">Appendix D</a>);</p> <p><b>Limit allergens</b> (f) in a school attended by a student with a life-threatening allergy, work towards creating:</p> <p><u>when it is possible to restrict the identified allergen (e.g. peanuts, nuts, fish and shellfish)</u></p> <ul style="list-style-type: none"> <li>i. school buildings and school vehicles which are free of the substance(s) identified as placing the allergic student at risk of anaphylactic shock;</li> <li>ii. school practices that reduce the possibility of exposure to the substance(s) identified as causing anaphylactic shock, including desisting from using food containing the allergen for fundraising and for class projects and implementing special precautions when the student attends special events or field trips.</li> </ul> <p><u>where the allergen is such that it CANNOT be restricted from being brought to school (e.g. milk and egg products)</u></p> <ul style="list-style-type: none"> <li>i. classrooms used by the student(s) which are free of the substance(s) identified as placing the allergic student at risk of anaphylactic shock;</li> <li>ii. school practices that reduce the possibility of exposure to the substance(s) identified as causing anaphylactic shock;</li> <li>iii. a specific area within the cafeteria (or</li> </ul>

Responsibilities of Parent	Responsibilities of Superintendent/ Principal
	<p>lunchroom) designated as allergen-free that is treated according to AAIA standards; and</p> <p>iv. special precautions on school vehicles and when the student attends special events or field trips and when food or other potential allergens are brought into the school or used for fund-raising or class projects.</p> <p><b>Letter to parents</b> (g) a letter is sent annually to parents of all students in the school, advising them of health concerns and requesting co-operation (<a href="#">Appendix E-1</a> for products which it is possible to restrict such as peanuts, nuts, fish and shellfish; <a href="#">Appendix E-2</a> for products which may be admitted to certain areas of the school such as milk and egg products);</p> <p><b>Communicate</b> (h) that all concerned are informed and respect the established preventive measures at all times, understanding that it is not possible to ensure a 100% allergen-free environment.</p>

**7.0 Guidelines / Recommendations**

**7.1 Parent Non-Compliance**

**7.1.1 Lack of Precautions for Own Child:** In cases where the parent, despite notification, does not

- a. provide care, medication or other items required for the health and safety of his/her child (e.g. an EpiPen®),
- b. participate in developing an individual care plan with the school as necessary for the health and safety of the child,
- c. complete required forms, or
- d. provide up-to-date contact information

the principal is advised to send a letter to the parent:

- notifying the parent that his/her actions may be placing the security or development of the student at risk, according to subsection 31(1) of the [Family Services Act](#) ; and/or requesting the parent to sign-off on any plan the school has developed to care for the student, and/or
- requesting the parent to sign an acknowledgement that his/her lack of compliance may impede the school's ability to adequately care for the student (*Parent Letter – Non-Compliance*, [Appendix E-3](#)).

**7.1.2 Lack of Precautions for Allergic Child:** In cases where an allergen is introduced into an area where it is prohibited, the principal should:

- ensure appropriate measures are in place to remove/restrict the substance and see to the security of the allergic student;
- remind those responsible of the precautions to be taken regarding the allergen;
- when a student brings the specified allergen into an area where it is prohibited, remind the student of the rules about the allergen;
- if the incident is repeated, remind the student and the student's parent, in writing, of the great risk to the allergic student and the precautions to be taken regarding the allergen;
- at a subsequent occurrence, send a letter informing the parent that, due to the seriousness of the risk, the school is obliged to remove the allergen or restrict its use to a particular location, as the case may be, in order to protect the life of a student;
- continued failure to take precautions regarding an allergen should be treated in the same way as any other behaviour that threatens the life of a student.

**7.1.3** In cases where a parent of a child requiring service has an objection to a specific requirement stated in this policy or deemed necessary by the principal for the security of a student, the parent should be requested to sign the *Request for Variance of Procedure Form* ([Appendix F](#)).

## **8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING**

District Education Councils may establish policy, within the parameters of this policy and the [Education Act](#).

## **9.0 REFERENCES**

Appendix A – [Student Data Collection Form](#)  
Appendix B – [Medication Log Form](#)  
Appendix C – [Essential Routine Services and Emergency Plan Form](#)  
Appendix D – [Extreme Allergy Management and Emergency Plan Form](#)  
Appendix [E-1](#), [E-2](#) & [E-3](#) – *Parent Letters*  
Appendix F – [Request for Variance of Procedure Form](#)

Policy 214 - [Indemnification of Employees, District Education Council Members, Parent School Support Committee members, Volunteers and Student Teachers](#)

Policy AD-3108 – [Personal Liability Protection](#) – New Brunswick Administration Manual

Canadian School Boards Association, [Anaphylaxis: A Handbook for School Boards](#), September 2001.

Allergy/Asthma Information Association Anaphylaxis Reference Kit

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**10.0 CONTACTS FOR MORE INFORMATION**

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Student Services – (506) 453-2155  
Policy and Planning – (506) 453-3090

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