



Office of the Director

Jim McCuaig Education Centre
2135 Sills Street Thunder Bay ON P7E 5T2
Telephone (807) 625-5131 Fax (807) 622-0961

STANDING COMMITTEE
Tuesday, May 8, 2012
Jim McCuaig Education Centre

Catherine Siemieniuk
Director of Education

Karen Wilson
Chair

AGENDA

PUBLIC SESSION
7:30 P.M. – in the Board Room

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE – Closed Session – 6:30 p.m. (SEE ATTACHED AGENDA)		
6. Delegations/Presentations		
7. Confirmation of Minutes		
7.1 Standing Committee Meeting - April 10, 2012	K. Wilson	1-4
8. Business Arising from the Minutes		

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

MATTERS NOT REQUIRING A DECISION

9.	Information Reports		
9.1	Operational Plan 2011-2012 – Facilities Update (058-12)	K. Pozihun	5-11
9.2	Literacy and Numeracy Additional Supports (060-12)	S. Pharand	12-14
9.3	Special Education Advisory Committee Meeting Minutes - March 21, 2012	C. Kappel	15-18
10.	First Reports		

MATTERS FOR DECISION:

11.	Postponed Reports		
12.	Ad Hoc and Special Committee Reports		
13.	New Reports		
13.1	Policy Review – 3073 Corporate Credit Card (055-12)	K. Pozihun	19-22
	<i>It is recommended that Lakehead District School Board approve Corporate Credit Card policy 3073, Appendix A to Report No. 055-12, as amended.</i>		
13.2	Policy Review – 6061 Administration of Oral Medication & 6062 Anaphylaxis and Medical Emergency Management (056-12)	C. Kappel	23-61
	<i>It is recommended that Lakehead District School Board:</i>		
	1. <i>Approve Policy 6061, Administration of Oral Medication, Appendix A to Report No. 056-12.</i>		
	2. <i>Approve Policy 6062, Anaphylaxis and Medical Emergency Management, Appendix C to Report No. 056-12.</i>		
	3. <i>Revoke Policy 6060, Administration of Medication/Anaphylaxis, Appendix F to Report No. 056-12.</i>		
14.	New Business		

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.

15. Notices of Motion
16. Information and Inquiries
17. Adjournment

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD



Office of the Director

Jim McCuaig Education Centre
2135 Sills Street Thunder Bay ON P7E 5T2
Telephone (807) 625-5131 Fax (807) 622-0961

STANDING COMMITTEE
Tuesday, May 8, 2012
Jim McCuaig Education Centre

Catherine Siemieniuk
Director of Education

Karen Wilson
Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session
6:30 P.M. – in the Sibley Room

	<u>Resource Person</u>	<u>Pages</u>
5.1 Confirmation of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - April 10, 2012	K. Wilson	1
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Negotiations (059-12)	I. MacRae	2-8
5.3.2 Personnel Matter	I. MacRae	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Board Room
Jim McCuaig Education Centre

2012 APR 10

TRUSTEES PRESENT:

Karen Wilson (Chair)
Marg Arnone
Pat Johansen
Lori Lukinuk

Deborah Massaro
Ron Oikonen
Jack Playford
George Saarinen
Stephanie Philp (Student Trustee)

SENIOR ADMINISTRATION:

Catherine Siemieniuk, Director of Education
Colleen Kappel, Superintendent of Education
Ian MacRae, Superintendent of Education
Sherry-Lynne Pharand, Superintendent of Education
Kathy Pozihun, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Terry Hamilton, OSSTF – TBU

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Massaro

Seconded by Trustee Johansen

“THAT the Agenda for Standing Committee Meeting, April 10, 2012, be approved.”

CARRIED

2. **Resolve into Committee of The Whole – Closed Session**

Moved by Trustee Lukinuk

Seconded by Trustee Oikonen

“THAT we resolve into Committee of the Whole – Closed Session with Trustee Wilson in the Chair to consider the following:

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *November 8, 2011*
- *Negotiations*

and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended.”

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

3. Committee of The Whole – Closed Session items were dealt with in their entirety.

PUBLIC SESSION:

4. Trustee Character Award – Dakota Sagutch – Superior Collegiate and Vocational Institute

Trustee Johansen, on behalf of the Board, presented Dakota with the Trustee Character Award. Dakota received his award for his many life accomplishments and his optimism.

Dakota thanked Trustees for his award.

5. Trustee Award of Recognition – Science Olympians – Westgate Collegiate and Vocational Institute

Trustee Lukinuk, on behalf of the Board, presented Reggie Defeo, Bailey Giroux, Ashley Mattice, and Dallas Nygard with the Trustee Award of Recognition. The Westgate Collegiate and Vocational Institute Science Olympians were recognized for their receipt of the Senior Gold Medal Award at the 2011 Northern Ontario Regional Science Olympics.

Bailey, on behalf of the Westgate Collegiate and Vocational Institute Science Olympians, thanked Trustees for their awards.

6. Celebrating Student Achievement – C. D. Howe Public School

Colleen Kappel, Superintendent of Education, introduced Pauline Fontaine, Principal of C. D. Howe Public School. Ms. Fontaine introduced special guests Archie and Rowena, therapy dogs, Gail Bailey, Co-Coordinator and Evaluator of St. John's Ambulance's Paws 4 Stories, and Janice Stevens, St. John's Ambulance's Therapy Group Handler, who presented information regarding *Paws 4 Stories*. All Trustees' questions were addressed. Additional information will be left in the Trustee Lounge for perusal.

7. Confirmation of Minutes

Moved by Trustee Arnone

Seconded by Trustee Johansen

"THAT the Standing Committee approve the Minutes of the Standing Committee Meeting February 14, 2012."

CARRIED

8. Business Arising from the Minutes

8.1 Regarding item 4, Trustee Lukinuk inquired when further information about secondary assessment and evaluation will come to the Board. Catherine Siemieniuk, Director of Education, responded that a report is forthcoming.

8.2 Regarding item 11.1, Trustee Playford inquired when Ontario Public School Boards' Association's (OPSBA) correspondence, *Bill 13 - Accepting Schools Act, 2011*, will be considered. Trustee Massaro responded that the correspondence has been referred to the OPSBA Director Liaison Committee.

9. The Achievement Program (047-12)

Sherri-Lynne Pharand, Superintendent of Education, introduced Robin Tabor-John, Elementary Program Coordinator, Nicole Walter-Rowan, Program Coordinator, and Amanda Nesbitt, Coordinator of Programs and Initiatives at Lakehead University, who presented information regarding the Achievement Program partnership. All Trustees' questions were addressed.

10. Aboriginal Education Advisory Committee Meeting Minutes – January 20, 2012

Sherri-Lynne Pharand, Superintendent of Education, presented the January 20, 2012 minutes for information. Regarding item 6.1, Trustee Lukinuk noted that Serena Essex will be able to attend and provide information from the Parent Involvement Committee meeting at the next Aboriginal Education Advisory Committee meeting.

11. Special Education Advisory Committee Meeting Minutes – February 15, 2012

Colleen Kappel, Superintendent of Education, presented the February 15, 2012 minutes for information.

MATTERS FOR DECISION:

12. Policy Review – 3074 Travel and Reimbursement & 3075 Trustee, School Council Member and Non-Trustee Board Committee Member Expenditure (045-12)

Moved by Trustee Saarinen

Seconded by Trustee Massaro

“THAT Lakehead District School Board approve:

1. *The combining of 3074 Travel and Reimbursement and 3075 Trustee, School Council Member and Non-Trustee Board Committee Member Expenditure into one policy.*
2. *The draft policy be sent out for stakeholder input on April 18, 2012 with input to be received by May 30, 2012; and*
3. *The draft policy be presented at the Standing Committee Meeting of June 12, 2012.”*

CARRIED

13. Information and Inquiries

13.1 Trustee Johansen reported that she attended the Ontario Public School Boards' Association's Labour Relations Symposium held on March 29 to 31.

13.2 Trustee Saarinen noted that the Budget Committee's Deputation Evening will be held April 17 commencing at 6:30 p.m.

14. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Massaro

"THAT we do now adjourn at 8:42 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 MAY 08
Report No. 058-12

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE – Public Session

RE: OPERATIONAL PLAN 2011-2012 – FACILITIES UPDATE

1. Background

- 1.1 At the September 27, 2011 Regular Board Meeting, the 2011-2012 Operational Plan was presented to Lakehead District School Board.
- 1.2 The Operational Plan is developed each year to reflect the priorities of the organization.
- 1.3 The 2011-2012 Operational Plan continues to build on the following three areas of Student Success: Learning Environment, Engagement, and Communication.
- 1.4 In order to monitor the progress and effectiveness of our Operational Plan, Senior Administration developed SMART (Specific, Measurable, Attainable, Realistic, Timely) goals.
- 1.5 Three of the SMART goals were directly related to facilities. They include:
 - Further reduce the carbon footprint by three percent by June 2012;
 - Ensure that 75% of the buildings achieve a three and 10% achieve a minimum of four on the Spring Quality Maintenance Inspection (QMI); and
 - Develop a capital development plan for schools with a focus on academic achievement.
- 1.6 In order to effectively manage the three SMART goals, the System Success Planning Committee was established. The Committee is comprised of:
 - Charles Bishop, Education Officer, Co-Chair;
 - Jay Henderson, Elementary Vice Principal, Co-Chair;
 - Randy Haber, Manager of Maintenance and Capital;
 - Rod Bessel, Manager of Custodial Services and Transportation;
 - David Dunn, Maintenance Supervisor; and
 - Gary Wiggins, Plant Supervisor.

2. Situation

2.1 Reduce the carbon footprint by three percent by June, 2012

2.1.1 The Committee researched and established a definition of a carbon footprint (Appendix A) and gathered baseline data to monitor school reduction initiatives.

2.1.2 The next step was to communicate with schools the targeted reduction of three percent and provide them with resources to achieve the desired reductions. The Committee continues to share best practices and pertinent information with schools.

The Committee is in the process of identifying a carbon footprint leader at each site who will be the main contact between the school and the Committee for all environmental initiatives and communication.

2.1.3 System wide recycling initiatives have been enhanced to assist schools with their environmental initiatives. Battery recycling was successfully introduced during the 2011-2012 school year.

2.1.4 Plant Services in conjunction with the Purchasing Department completed research and testing of effective 'green certified' custodial cleaning products. All daily cleaning products currently in use are 'green certified'.

2.1.5 The Committee has and will continue to work with our energy consultant and community partners (Earth Wise, Green Schools, Eco-Superior, Zero Waste Action Team, etc.) to research ways to assist in the implementation and continued support of this initiative.

2.1.6 Westgate Solar project

2.1.6.1 Under the *Renewable Energy Funding for Schools* grant, the Ministry of Education announced that Lakehead District School Board would receive \$1.2 million to install solar panels on the roof at Westgate CVI. The Ministry of Education also provided an additional \$500,000 to offset the cost of replacing the portion of roof required to accommodate the solar panels.

2.1.6.2 The new roofing was installed in the Summer of 2011 and the solar panels were installed in the Fall of 2011. Currently Administration is working with local jurisdictions to obtain all necessary connection approvals. It is anticipated that the solar system will be fully operational by September 2012.

2.2 Ensure that 75% of the buildings achieve a three and 10% achieve a minimum of four on the Spring Quality Maintenance Inspection (QMI);

2.2.1 The purpose of the Quality Maintenance Inspection (QMI) is to conduct regular reviews of each facility to compare conditions and housekeeping levels to a standard rubric. The process recognizes the quality of work done and any areas in need of attention. QMI's are conducted twice per year at each building (see Appendix B).

- 2.2.2 The initial Fall QMI was completed at every school in October and November 2011. Plant supervisors developed and communicated strategies for each facility to ensure the desired level of custodial care is obtained and to provide direction and support for the Spring QMI's.
- 2.2.3 The Spring QMI's results exceeded the Operational Plan objectives. The average Spring QMI scores are 30 percent higher than the Fall inspections scores. The overall system average for Spring QMI rose to 3.03.
- 2.2.4 The Spring QMI results:

Rating	Number of Schools
Four	6
Three	20
Two	4

This indicates that 87% of the buildings achieved a three or higher score and 20% achieved a four.

- 2.2.5 The System Success Planning Committee and Plant Department continue to evaluate the Spring QMI's to establish opportunities and strategies to improve the level of custodial care.
- 2.3 Develop a capital development plan for schools with a focus on academic achievement.
- 2.3.1 The System Success Planning Committee, with guidance from Senior Administration, has established the 2011-2016 capital project priorities. This list was developed with input from Building and Energy Consultants, the Information Technology Committee, Accessibility Committee, the Plant Department and annual school visits. It also incorporates projects required to satisfy legislated requirements, (i.e., Occupational Health and Safety Act, Ministry of Labour, Ontario Fire Marshall, Ontarians With Disabilities Act).
 - 2.3.2 At the November 22, 2011 Regular Board Meeting, Report No. 143-11 Learning Environment: Multi-Year Capital Plan was presented to the Board. Appendix C provides a listing of capital projects currently underway.
 - 2.3.3 The committee will now begin to develop recommendations for the 2012-2017 Multi-Year Capital Plan to be presented to Senior Administration for input and direction.

3. Conclusion

Lakehead District School Board will continue to focus on efforts to implement the strategies related to the 2011-2012 Operational Plan.

Respectfully submitted,

CHARLES BISHOP
Education Officer

JAY HENDERSON
Elementary Vice Principal

RANDY HABER
Manager of Maintenance and Capital

ROD BESSEL
Manager of Custodial Services and Transportation

KATHY POZIHUN
Superintendent of Business

CATHERINE SIEMIENIUK
Director of Education

Lakehead District School Board Carbon Footprint Definition

- “Carbon footprint is a representation of the effect an organization, an individual, product or an event on the climate in terms of the total amount of greenhouse gases they produce
- It is often expressed as tonnes of carbon dioxide (C2e) emitted, usually on a yearly basis”

System Carbon Footprint Definition

“Lakehead District School Board Carbon Footprint is the total annual amount of greenhouse gases expressed as tonnes of carbon dioxide (CO 2e) emitted from all individual properties, activities within each location, and those supporting activities of the education mandate of Lakehead District School Board.”

Individual School Carbon Footprint Definition

“(School Name) Carbon Footprint is the total annual amount of greenhouse gases expressed as tonnes of carbon dioxide (CO 2e) emitted from (School Name), including student and staff activities within the school and the education experience, and supporting the environmental activities of reducing, reusing, recycling and rethinking at (School Name).”

Greenhouse gases to be included within Lakehead District School Board Carbon Footprint:

Scope I

- For each school and Lakehead District School Board owned property
 - Natural Gas (m3)
- Jim McCuaig Education Center
 - Natural Gas (m3)
 - School bus diesel fuel (system)
 - Owned & operated delivery & maintenance fleet fuel

Scope II

- For each school and Lakehead District School Board owned property
 - Purchased Electricity
- Jim McCuaig Education Center
 - Purchased Electricity

Scope III

- For each school and Lakehead Public Schools owned property
 - Waste Disposal
- Jim McCuaig Education Center
 - Waste Disposal

	1. Needs Improvement	2. Satisfactory	3. Good	4. Excellent
Rating/ Area	<ul style="list-style-type: none"> most areas meet minimum level of cleanliness 	<ul style="list-style-type: none"> minimum level of cleanliness 	<ul style="list-style-type: none"> exceeds minimum level of cleanliness 	<ul style="list-style-type: none"> superior level of cleanliness demonstrated
Floor Care	<ul style="list-style-type: none"> unauthorized carpets present/ missing tiles dust accumulation of more than one week corners with dust, built up, cobwebs traffic patterns evident 	<ul style="list-style-type: none"> evidence of regular cleaning less than one week's dust accumulation seal & Shine still evident no accumulation of debris, grime, spills, stains 	<ul style="list-style-type: none"> floors sealed and shiny 	<ul style="list-style-type: none"> no areas of missing tiles or threads carpets floors and coves sealed and shiny
Furniture/ Fixtures	<ul style="list-style-type: none"> unauthorized furniture presents on desks toilet bowls dirty inside, outside or around base urinals discoloured and /or gum on them 	<ul style="list-style-type: none"> evidence of regular cleaning polish and presentable washrooms clean and disinfected 	<ul style="list-style-type: none"> surplus furniture neatly stored evidence of daily furniture cleaning 	<ul style="list-style-type: none"> furniture clean with no graffiti toilet bowls clean inside, outside and around base urinals free of discolored and / or debris on them
Ceilings/ Lights	<ul style="list-style-type: none"> air grilles/light fixtures with dust accumulation or not working corners with dust, was built up, cobwebs 	<ul style="list-style-type: none"> evidence of regular cleaning most air grilles clean no missing ceiling tiles 	<ul style="list-style-type: none"> air grilles clean and no evidence of distribution dust stains on ceiling 	<ul style="list-style-type: none"> no burnt bulbs light fixtures clean no stained/broken ceiling tiles no missing ceiling tiles
Walls/ Windows	<ul style="list-style-type: none"> glass with finger prints or marks window sills dirty curtains not hung or maintained properly (glides, ropes, hooks) stains and graffiti on walls and locker walls around garbage containers dirty 	<ul style="list-style-type: none"> evidence of regular cleaning glass with no marks or streaks drapes clean, hanging and working properly 	<ul style="list-style-type: none"> window sills clean no high dust or graffiti on lockers 	<ul style="list-style-type: none"> no high dust on window frames no evidence of wall patches
Others	<ul style="list-style-type: none"> waste baskets dirty/odorous fountains with dirt, spots, gum cluttered rooms, storage rooms, mechanical rooms dirty air filters no unit ventilator/maintenance air fans noisy log book not up to date classroom clutter evident 	<ul style="list-style-type: none"> waste baskets clean, garbage bins empty and clean mirrors with no marks or streaks air filter maintenance evident washroom partition hardware all functional log book up-to-date classroom clutter does not impede room cleaning 	<ul style="list-style-type: none"> areas are clean, dust free, uncluttered classrooms are neat and tidy with teaching materials neatly stored 	<ul style="list-style-type: none"> storage rooms and mechanical rooms clean and organized air filter changes current, unit ventilator maintenance documented, fans run quiet washroom partition hardware all functional, graffiti free
Minor Maintenance	<p>some minor maintenance completed, backlog of Work Orders</p>	<p>minor maintenance completed</p>	<p>exceeds minimum level of maintenance</p>	<ul style="list-style-type: none"> superior level of maintenance demonstrated minor maintenance reducing Work Orders
Progressive Cleaning	<p>no evident or planned</p>	<p>scheduled</p>	<p>is evident</p>	<p>is minimized need for summer effort</p>

Lakehead District School Board 2011/2012 Capital Budget

#	Location	Project	Brief Description	Cost
1	Various	Backflow prevention phase 3	Churchill, Algonquin, Agnew H Johnston, Edgewater, Sherbrooke, Nor'wester View	70,000.00
2	Various	Accessibility	TBD	50,000.00
3	Various	Electrical & life safety systems	Misc electrical upgrade & life safety items	50,000.00
4	Various	Safety & security	Lockdown, communication, intercoms, speakers(study)	100,000.00
5	Hammar skjold	Roof coverings	Replacement of portion of roof	600,000.00
6	Gorham & Ware	Roof coverings	Replacement of portion of roof	30,000.00
7	Agnew Johnston	Roof coverings	Replacement of portion of roof	30,000.00
8	Five Mile	Roof coverings	Replacement of portion of roof	100,000.00
9	Nor'wester View	Roof coverings/masonry	Replacement of portion of roof and masonry repair	55,000.00
10	Victoria Park	Roof coverings	Roof replacement	210,000.00
11	Five Mile	Heating & ventilation retrofit	Stage 2 building heating & ventilation upgrade	300,000.00
12	Claude Garton	Heating & ventilation retrofit	Heat wheel replacement	40,000.00
13	Hammar skjold	Heating & ventilation retrofit	Air handling units & distribution	300,000.00
14	Vance Chapman	Heating & ventilation retrofit	Boiler replacement	300,000.00
15	C. D. Howe	Electrical & life safety systems	New electrical distribution panel	100,000.00
16	Kakabeka Falls	Grounds & drainage	Paving and drainage improvements	80,000.00
17	Kingfisher	Workshop/storage	New workshop/storage building	40,000.00
18	Nor'wester View	Crawl space	Insulation of piping	30,000.00
19	Kingsway Park	Lighting	New lighting/ceilings/asbestos removal North wing	150,000.00
20	Various	Misc program needs	Program & accommodation needs	50,000.00
21	Various	Information Technology initiatives	Infrastructure defined by Information Technology Committee	200,000.00
22	TBD	Street smart beautification	Façade & landscape improvements	50,000.00
23	TBD	Street smart beautification	Façade & landscape improvements	50,000.00
24	TBD	Street smart beautification	Façade & landscape improvements	50,000.00
25	Churchill	Stairwells	Stairwell renovations	100,000.00
26	Woodcrest	Addition/Renovations	To accommodate Full Day Kindergarten and the growth of the Woodcrest area	1,732,000.00
27	Hyde Park	Addition/Renovations	To accommodate Full Day Kindergarten	1,655,000.00
28	Agnew Johnston	Renovations	To accommodate Full Day Kindergarten	130,000.00
	TOTAL			\$ 6,652,000.00

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 MAY 08
Report No. 060-12

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE – Public Session

RE: LITERACY AND NUMERACY ADDITIONAL SUPPORTS

1. Background

- 1.1 Lakehead District School Board's Operational Plan identifies the need "for students to develop the ability to communicate their thinking both orally and in writing" to support Literacy and Numeracy Achievement. The Operational Plan further outlines key actions to support students' literacy and numeracy skill development through "a variety of diverse programs developed to meet the needs of all learners."
- 1.2 The Ministry of Education has communicated a Literacy and Numeracy Strategy which is "focused on helping students establish a solid foundation in reading, writing and math by age 12." They have set a target where 75 percent of students meet the provincial standard and continue to implement initiatives to help more students be confident and competent in reading, writing and math. The Ministry of Education's initiatives in place to help students at Lakehead District School Board achieve this target are:
 - Tutors in the Classroom
 - Ontario Focused Intervention Partnership Tutoring
 - Summer Literacy Learning Program

2. Situation

- 2.1 Lakehead District School Board has accessed the Tutors in the Classroom program for the last 14 years. Tutors in this program support the work of classroom teachers working directly with students to reinforce previously taught skills and concepts in literacy and numeracy.
- 2.2 The Literacy and Numeracy Secretariat has provided funding through the Ontario Focused Intervention Partnership to enable schools to initiate or extend programs that assist students, beyond their regular day to strengthen literacy and numeracy skills.

3. Tutoring: During the Instructional Day

- 3.1 The 2011-2012 Board Improvement Plan identifies the need for "timely and tiered interventions supported by a team approach" which "respond to individual student learning needs." All schools participate in the Tutors in the Classroom program as part of these interventions to assist in closing gaps in achievement and to achieve equity of outcomes for all students.

- 3.2 Post-secondary students enrolled in the Faculty of Education were hired to work as tutors in classrooms at Lakehead District School Board, providing them with an opportunity to enhance their educational experience by linking academic learning in a practical environment. At the same time, students and classroom teachers benefit from their presence and support in classrooms.
 - 3.3 Tutors hired for the 2011-2012 school year received training on literacy and numeracy intervention strategies as well as additional support from school facilitators who acted as their contacts within schools.
4. Tutoring: Before-and-After the Instructional Day
 - 4.1 Before school, after school, lunch programs, homework support clubs, study and sports programs with a focus on academic skill development provide opportunities for students to receive the additional support they need to practice and consolidate their skills.
 - 4.2 Schools participating in this initiative provide an outline of the type of program they will be running in their school, which students will be included in it and who will be facilitating it.
 - 4.3 Before-and-after school tutoring ensures that targeted interventions for schools requiring additional support are implemented and achieve the goals laid out in the School Improvement Plan.
5. Summer Literacy Learning Program
 - 5.1 Funded and supported by the Council of Ontario Directors of Education, the Summer Literacy Learning Program is a research based initiative designed to support primary students and maintain or increase their literacy achievement levels through an engaging and teacher-instructed experience.
 - 5.2 In the summer of 2009, 2010 and 2011, Lakehead District School Board sponsored Summer Reading Camps for students in St. James, Ogden, Agnew H. Johnston and Sherbrooke Public Schools.
 - 5.3 The programs at all schools were intended to serve students in need of early literacy intervention. Principals and educators at participating schools invited students they deemed to be struggling with early literacy and who would benefit from a summer literacy program.
 - 5.4 The Summer Literacy Learning Program has been expanded to include a Summer Literacy Program for Primary Level First Nation, Metis and Inuit (FNMI) students and a Summer Numeracy Learning Project. These new projects will provide rich and engaging learning programs for pupils who would benefit from this opportunity.

6. Conclusion

Lakehead District School Board will continue to seek out and provide innovative opportunities to address the learning needs of all students not achieving grade level in both literacy and numeracy. Through programs that offer support before, during and after the school day, Lakehead District School Board will continue to close literacy and numeracy achievement gaps that directly impact student success.

Respectfully submitted,

ROBIN TABOR-JOHN
Elementary Coordinator

SHERRI-LYNNE PHARAND
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2012 MAR 21

MEMBERS PRESENT:

Miranda Myers (Vice Chair)
Trustee Marg Arnone
Sheila Marcinyshyn

Terry Skinner
Laura Sylvestre
Colleen Valiquette

ABSENT WITH REGRET:

Theresa Graham-Horton
Pat Johansen

ABSENT:

Tammy Bobyk
Mike Otway

OTHERS PRESENT:

Colleen Kappel
Trustee Lori Lukinuk
Andrea Pugliese
Kirsti Alaksa
Robin Tabor-John
Paul Tsekouras

1. **Call to Order**

Miranda Myers, Vice Chair, called the meeting to order at 6:00 p.m.

2. **Approval of the Agenda**

Moved by Colleen Valiquette

Seconded by Terry Skinner

"THAT the agenda for the March 21, 2012 SEAC meeting be approved."

CARRIED

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. Presentations

4.1 2012-2013 Budget Presentation – K. Alaksa

Kirsti Alaksa, Manager of Financial Services, provided a Power Point presentation on the 2012-2013 budget process and the 2011-2012 budget pertaining to Special Education. An invitation to the April 17, 2012 Budget Committee Meeting – Stakeholder input session has been extended to SEAC to provide a deputation. Member questions were addressed.

4.2 EQAO Results – R. Tabor-John, P. Tsekouras & A. Pugliese

Colleen Kappel, Superintendent of Education, introduced Robin Tabor-John, Elementary Program Coordinator, Paul Tsekouras, Secondary Program Coordinator, and Andrea Pugliese, Special Education Officer, who presented the results of EQAO testing held during the 2010-2011 school year. A PowerPoint presentation with the results pertaining to grade 3 and 6 EQAO tests as well as the grade 9 Math Assessment and Ontario Secondary School Literacy Test were provided to members. Questions from members were addressed.

5. Approval of Minutes

Moved by Laura Sylvestre

Seconded by Trustee Marg Arnone

“THAT the minutes of the February 15, 2012 SEAC meeting be approved.”

CARRIED

6. Business Arising From The Minutes

6.1 Request For Input, Draft AQ Guidelines

The draft Ontario College of Teachers Additional Qualification Course Guidelines for the following courses were provided to SEAC members for their input:

- Teaching Students with Behavioural Needs;
- Teaching Students with Communication Needs (Learning Disability);
- Teaching Students with Intellectual Needs (Developmental Disability);
- Teaching Students with Intellectual Needs (Mild Intellectual Disability); and
- Teaching Students with Multiple Needs.

Members, by consensus, agreed not to provide collective input on behalf of SEAC. Should members have questions pertaining to the courses, Andrea Pugliese, Special Education Officer offered to assist.

6.2 SEAC Budget 2010-2011

Colleen Kappel, Superintendent of Education, provided the status of the 2010-2011 SEAC budget as requested at the February 15, 2012 SEAC meeting. The posters and bookmarks will be brought to the April 2012 SEAC meeting for review of content and to decide the quantity to purchase based on the remaining SEAC budget for 2011-2012.

7. Correspondence

The correspondence folder was distributed to members for their perusal.

8. Advocacy Tracking

The Advocacy Tracking template was distributed for members completion.

9. SEAC 2012-2013 Budget Committee Input Presentation – April 17, 2012

Members reviewed the draft SEAC input to the 2012-2013 Budget. Members, by consensus, agreed to include reference to funding for Early Learning. Draft wording for inclusion in the document will be sent to all members for their review prior to submitting to the Budget Committee. Theresa Graham-Horton had indicated she will attend and present the information on behalf of SEAC.

Moved by Terry Skinner

Seconded by Sheila Marcinyshyn

“THAT SEAC approve the Budget Deputation for presentation to the Budget Committee on April 17, 2012.”

CARRIED

10. SEAC Speaking Event – May 7, 2012 – Raising Resilient Children

The poster advertising the Raising Resilient Children evening session was provided to members for their input. Members, by consensus, agreed to include the address of the venue on the poster. Discussion and suggestions regarding distribution of the poster ensued. Members requested that it be investigated if we can record the presentation for viewing after the session, and for those who are unable to attend the evening presentation.

11. Special Education Program Review Focus Group Representatives

Andrea Pugliese, Special Education Officer, provided information on the Focus Group session that will take place on Tuesday, March 27, 2012 at 6:30 p.m. Two representatives from SEAC were requested to attend. The information will be sent to members who were absent from the meeting to determine if they wish to attend.

12. Information/Inquiries & Association Reports

12.1 Colleen Kappel, Superintendent of Education, provided information on the Walk In Clinics that will be established at all secondary schools in collaboration with Children's Centre Thunder Bay. An project involving early intervention assessment will also be established for students in JK and SK.

13. SEAC Budget 2011-2012

The status of the 2011-2012 SEAC budget was provided to members.

14. Policy Review

14.1 Feedback: Anaphylaxis and Administration of Medication Policy Review

Andrea Pugliese, Special Education Officer, provided an overview of the new Anaphylaxis and Medical Emergency Management Policy and Procedures. In procedures 3.8, clarification was sought how to ensure that the bus companies provide appropriate training for their employees to assist students with medical emergencies. Colleen Kappel, Superintendent of Education, will seek clarification from the Manager of Transportation and provide the response to SEAC members. Questions and suggestions from members were addressed.

15. Board Update

15.1 Trustee Marg Arnone provided an update on the February 28, 2012 Regular Board Meeting. Items addressed at this meeting included reports on:

- Co-Curricular Activities;
- Safe and Caring School Communities;
- Website Update;
- Approval of the School Year Calendar 2012-2013; and
- Approval of policies: Use of Board Logo, Assessment and Evaluation and revoking of Employee Assistance Program policy.

15.2 Trustee Lori Lukinuk, informed SEAC members that OPSBA's Coalition for Children and Youth and Mental Health will be holding a Summit on Children and Youth Mental Health on October 25-26, 2012. Trustee Lukinuk is also the OPSBA representative on a National Student Wellness Committee.

16. Adjournment

Moved by Colleen Valiquette

Seconded by Sheila Marcinyshyn

"THAT we do now adjourn at 7:35 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 MAY 08
Report No. 055-12

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE - Public Session

RE: POLICY REVIEW – 3073 CORPORATE CREDIT CARD

1. Background

- 1.1 The Corporate Credit Card Policy was last revised in January 2010.
- 1.2 It is the policy of Lakehead District School Board that policy be developed and/or reviewed in accordance with the Policy Development and Review Policy 2010.

2. Situation

- 2.1 On March 7, 2012, the policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by April 25, 2012.
- 2.2 There was no constituent input received.
- 2.3 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.4 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve Corporate Credit Card policy 3073, Appendix A to Report No. 055-12, as amended.

Respectfully submitted,

KIRSTI ALAKSA
Manager of Financial Services

KATHY POZIHUN
Superintendent of Business

CATHERINE SIEMIENIUK
Director of Education

BUSINESS AND BOARD ADMINISTRATION

3000

CORPORATE CREDIT CARD POLICY

3073

1. Rationale

Lakehead District School Board provides corporate credit cards to designated individuals, simplifying the acquisition, receipt and payment of purchases and travel expenses incurred on behalf of the Board.

2. Policy

It is the policy of Lakehead District School Board to ensure cardholders are responsible for exercising due care and judgment when using corporate credit cards.

3. Guidelines

3.1 Corporate credit cards remain the property of the Board and must be surrendered upon termination of employment or otherwise when so directed by Administration.

3.2 Corporate credit cards may include Visa Cards, Procurement Cards and Fuel Cards.

3.23 The Superintendent of Business determines credit card limits.

~~3.3~~ 4 On a monthly basis, the credit card statements and supporting original documentation/receipts must be reviewed and approved by the cardholder’s immediate supervisor.

3.4-5 The purpose of the review is to ensure items charged to the credit card:

- Meet all Board Policies and Procedures
- Are reasonable and justifiable
- Are adequately supported by original receipts and explanations for expenditures.

4. Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	October 23, 2007	_____
_____	<u>Date Revised</u>	_____
	January 26, 2010	

BUSINESS AND BOARD ADMINISTRATION**3000****CORPORATE CREDIT CARD PROCEDURES****3073**1. Policy

It is the policy of Lakehead District School Board to ensure cardholders are responsible for exercising due care and judgement when using corporate credit cards.

2. Procedures2.1 Availability of Corporate Credit Cards

Corporate credit cards may be issued to the following individuals:

- i. Trustees
- ii. Senior Administration
- iii. Principals
- iv. Vice Principals
- v. Managers & Supervisors
- vi. Other employees as determined from time to time by Administration

2.2 Use of Corporate Credit Cards

Corporate credit cards may be used for the following business purposes:

- i. Payment for business related travel, meals, ~~and~~ hospitality **and supplies** in accordance with established policies and procedures.
- ii. Payment for tokens of appreciation for voluntary services.
- iii. Other purchases as appropriate and approved by Supervisor.

2.3 Payment of Credit Card Billings

- i. Credit card statements must be checked by the cardholder, **reconciled and approved by the Supervisor** ~~presented for payment~~ promptly, in order to avoid incurring interest charges.
- ii. Original receipts and credit card charge slips must accompany the statement for payment. Unsubstantiated charges will be the responsibility of the card holder.

2.4 Restrictions on Use of Corporate Credit Cards

- i. Corporate credit cards may not be used for personal expenditures of any nature whatsoever.
- ii. Corporate credit cards are for the sole use of the holder and must not be used for expenditures on behalf of other employees, other than normal hospitality expenses initiated by the holder for business purposes.

BUSINESS AND BOARD ADMINISTRATION

3000

CORPORATE CREDIT CARD PROCEDURES

3073

- iii. The purchase order limits, set out in Policy and Procedures No. 3030, apply to credit card purchases (i.e., the splitting of payments in order to circumvent the requirements of the policy will be considered an abuse of the card).
- iv. Use of the card must be in compliance with all other policies.
- v. Misuse of the card may result in suspension of corporate credit card privileges.

2.5 Approvals

Expenditures approvals are as follows:

- i. The Vice Chair, who is responsible for the Trustees' Budget, approves all other Trustee expenditures.
- ii. The Chair approves the expenditures of the Vice Chair and the Director of Education.
- iii. The Superintendent of Business reviews all Trustee expenditures and approves them in the absence of the Vice Chair.
- iv. All other expenditures are approved by the cardholder's immediate Supervisor.

3. Review

These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
_____	October 23, 2007	_____
_____	<u>Date Revised</u>	_____
	January 26, 2010	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 MAY 08
Report No. 056-12

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE-Public Session

RE: POLICY REVIEW – 6061 ADMINISTRATION OF ORAL MEDICATION & 6062
ANAPHYLAXIS AND MEDICAL EMERGENCY MANAGEMENT

1. Background

- 1.1 At the June 28, 2011 Regular Board Meeting, the Policy Review Schedule 2011-2016 was approved by the Board. Administration of Medication/Anaphylaxis Policy and Procedures 6060, was scheduled for review during the 2011-2012 school year.
- 1.2 Administration determined a need to split the policy into two policies: Administration of Oral Medication and Anaphylaxis and Medical Emergency Management.
- 1.3 At the November 22, 2011 Regular Board Meeting, the Board approved the splitting of the policy into two and to send the revised draft policies out for stakeholder input on March 7, 2012 with input to be received by April 25, 2012.

2. Situation

- 2.1 Two new policies were created to supersede the existing policy: 6061, Administration of Oral Medication and 6062, Anaphylaxis and Medical Emergency Management. Draft policies were sent out for stakeholder input on March 7, 2012.
- 2.2 Administration of Oral Medication, Policy 6061, is attached as Appendix A, and the Procedures are attached as Appendix B.
- 2.3 Anaphylaxis and Medical Emergency Management Policy 6062, is attached as Appendix C and the Procedures are attached as Appendix D.
- 2.4 Input received from stakeholders to the draft policies and procedures is attached as Appendix E.
- 2.5 The existing Policy 6060 – Administration of Medication/Anaphylaxis is attached as Appendix F and the Procedures are attached as Appendix G.

RECOMMENDATION

It is recommended that Lakehead District School Board:

1. Approve Policy 6061, Administration of Oral Medication, Appendix A to Report No. 056-12.
2. Approve Policy 6062, Anaphylaxis and Medical Emergency Management, Appendix C to Report No. 056-12.
3. Revoke Policy 6060, Administration of Medication/Anaphylaxis, Appendix F to Report No. 056-12.

Respectfully submitted,

ANDREA PUGLIESE
Special Education Officer

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

STUDENT SERVICES**6000**

DRAFT – MAY 8, 2012

**ADMINISTRATION OF ORAL MEDICATION
POLICY****6061**1. Rationale

Under the terms of Ministry of Education Memorandum Policy/Program No. 81 (July 1984), the local school board is responsible for the administration of medication to students attending school during regular school hours.

2. Policy

- 2.1 Lakehead District School Board, upon request from the parent/guardian and verification from a physician, shall endeavour to provide for the administration of prescribed medication to allow the student to attend school, if the student is unable to take the medication without assistance or supervision.
- 2.2 Lakehead District School Board shall arrange for administration of prescribed medication at school in accordance with the accompanying procedures. The Board may require individuals employed as Educational Assistants (EAs) to provide the assistance regardless of the primary purpose of their assignment to the school.

3. Guidelines

- 3.1 The primary responsibility for the administration of medication rests with the parent/guardian, and student.
- 3.2 Medication shall be administered only during school hours if determined to be absolutely necessary on an ongoing basis.
- 3.3 Board staff shall not administer non-prescriptive medication or prescription medication on a short-term basis (i.e. completion of a prescribed drug for any illness).
- 3.4 If the medication must be administered during school hours, ~~then~~ every attempt shall be made to have the student self-administer or another family member administer the medication at school.
- 3.5 Board assistance in the administration of prescribed medication will be through Educational Assistants (EAs), administrators or voluntary participation of staff.
- 3.6 The Principal shall ensure that, upon registration and each subsequent year, parents/guardians and/or pupils shall be asked to supply information on the need for the administration of prescribed medication.
- 3.7 Staff members who administer medication to students, having been fully instructed by a health professional, shall have full coverage under the Board's liability policy.

STUDENT SERVICES**6000****DRAFT – MAY 8, 2012****ADMINISTRATION OF ORAL MEDICATION
PROCEDURES****6061**1. Policy

- 1.1 Lakehead District School Board, upon request from the parent/guardian and verification from a physician, shall endeavour to provide for the administration of prescribed medication to allow the student to attend school, if the student is unable to take the medication without assistance or supervision.
- 1.2 Lakehead District School Board shall arrange for administration of prescribed medication at school in accordance with the accompanying procedures. The Board may require individuals employed as Educational Assistants (EAs) to provide the assistance regardless of the primary purpose of their assignment to the school.

2. Procedures2.1 The parent/guardian **will:**

~~2.1.1 is responsible for the completion~~ **complete** and signing of the Parent/Guardian Request/Release form (Appendix A – Med Form 1) each school year;

~~2.2 2.1.2 The parent/guardian is responsible for providing~~ the school with a signed Physician Information form (Appendix A – Med Form 2) each school year; **and**

~~2.3 2.1.3 If a health professional consultation is required, the parent/guardian is responsible for the completion~~ **complete** and signing of ~~the~~ Consultation for Service form (Appendix A – Med Form 3) **if a health professional consultation is required.**

2.42 The Principal shall:

~~2.2.1~~ retain the originals of completed Appendix A – Med Forms 1, 2 and 3 in the student's OSR and also in the student's Medical Emergency Management Plan file; **and**

~~2.5 2.2.2 The Principal will~~ ensure that a minimum of two staff members assume the responsibility for the administration of the medication to each student requiring this health support service.

~~2.63~~ If the administration of prescription medication at school is not possible through self-administration, EAs, administrators or staff volunteers, the Board will make arrangements to access the necessary service to administer the medication.

STUDENT SERVICES**6000****DRAFT – MAY 8, 2012****ADMINISTRATION OF ORAL MEDICATION
PROCEDURES****6061**

- 2.74 After consultation with the parent/guardian, the Principal will provide designated staff specific information and training with respect to the following:
- 2.7 4.1 the need to administer the medication in a manner which allows for sensitivity and privacy and which encourages the student to take an appropriate level of responsibility for his/her medication;
 - 2.7 4.2 dosage, frequency or time specified for administration and the method of administration specified by the physician;
 - 2.7 4.3 proper storage of the medication;
 - 2.7 4.4 possible side effects of the medication and how to respond to them;
 - 2.7 4.5 unique medical needs of the student, if any; and
 - 2.7 4.6 record of Administration of Medication (Appendix A – Med Form 4).
- 2.85 The health professional will complete the Confirmation of Training section of Appendix A – Med Form 3.
- 2.9 6 The parent/guardian will: ~~be responsible for having the medication delivered to the Principal or designate.~~
- 2.6.1 ~~The medication is to be~~ **ensure that** ~~delivered~~ **the medication is delivered to the Principal or designate** in original sealed containers properly labeled with:
- student's name;
 - name of medication;
 - dosage;
 - frequency/time to be given;
 - name of prescribing physician;
 - side effects; and
 - treatment plan for side effects;
- 2.10 2.6.2 ~~The parent/guardian shall~~ ensure that the medication has not exceeded the expiry date noted on the medication;
- 2.44 2.6.3 ~~The parent/guardian shall be responsible for~~ informing the Principal of any changes to the prescription;
- 2.12 ~~The medication is to be delivered in original sealed containers properly labeled with:~~

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PROCEDURES****6061**

- ~~student's name;~~
- ~~name of medication;~~
- ~~dosage;~~
- ~~frequency/time to be given;~~
- ~~name of prescribing physician;~~
- ~~side effects; and~~
- ~~treatment plan for side effects;~~

2.6.4 complete Request to Terminate Administration of Medication form (Appendix A – Med Form 7) to stop the administration of medication.

2.7 The Principal *shall*:

2.7.1 will ensure that the amount of medication is verified on *the Record of Administration form* (Appendix A – Med Form 4) – Record of Administration;

2.7.2 *return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays. The Return of Medication form (Appendix A – Med Form 6) will be completed by the parent/guardian and witnessed by the Principal or designate; and*

2.7.3 *dispose of surplus/unclaimed medication should the parent/guardian fail to respond to the Principal's request by the start of the summer holidays by delivering to a licensed pharmacy for disposal.*

~~2.138~~ All medication will be kept in a secure location designated by the Principal and accessible to staff administering medication.

~~2.149~~ All medication, whether administered by the student or staff, will be recorded on *the Record of Administration form* (Appendix A – Med Form 4) – Record of Administration form to protect against over and under medication. When dosage is omitted, reason(s) shall be given.

~~2.1510~~ Any error in the administration of medication shall be immediately reported to the parent/guardian and to the Principal/designate by the person administering the medication.

~~2.16~~ The Principal will return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays. The Return of Medication (Appendix A – MED FORM 6) will be completed by the parent/guardian and witnessed by the Principal or designate.



ADMINISTRATION OF MEDICATION		MED FORM 1
PARENT/GUARDIAN REQUEST/RELEASE		
STUDENT:	D.O.B:	
ADDRESS:	HOME PHONE:	
PARENT/GUARDIAN:	WORK PHONE:	
EMERGENCY CONTACT:	PHONE:	
SCHOOL:	GRADE:	PRINCIPAL:
PRESCRIBING PHYSICIAN:		
ADDRESS:	PHONE:	
<p>I/We, the parents/guardians of the above-named student, hereby request and give permission to Lakehead District School Board to provide for the administration of prescribed medication to our child during school hours, according to Policy and Procedures 6061 Administration of Oral Medication adopted by the Board which we have read, understood and acknowledge receiving a copy.</p> <p>I/We release Lakehead District School Board, its employees and agents, from any liability for loss, damage or injury, howsoever caused, to our child's person or property arising out of the administration of prescribed medication under the Administration of Oral Medication Policy and Procedures 6061.</p> <p>I/We give permission to Lakehead District School Board to release medical information on the above-named student in case of a medical emergency.</p>		
_____	_____	_____
Parent/Guardian (signature)		Date
_____	_____	_____
Witness (signature)		Date

Please retain the original of this form in the student's OSR.



ADMINISTRATION OF MEDICATION		MED FORM 2
PHYSICIAN INFORMATION		
STUDENT:	D.O.B:	
ADDRESS:	HOME PHONE:	
PARENT/GUARDIAN:	WORK PHONE:	
SCHOOL:	GRADE:	
PRESCRIBING PHYSICIAN:	PHONE:	
ADDRESS:		
MEDICAL CONDITION REQUIRING MEDICATION:		
<u>MEDICATION PRESCRIBED:</u>		
DOSAGE: _____		
FREQUENCY OR TIME SPECIFIED FOR ADMINISTRATION: _____		
METHOD OF ADMINISTRATION: _____		
POSSIBLE SIDE EFFECTS OR REACTION: _____		
SUGGESTED RESPONSE TO SIDE EFFECTS: _____		
DURATION OF MEDICATION TO BE GIVEN: _____		
_____		_____
Prescribing Physician (signature)		Date

Please retain the original of this form in the student's OSR.

N.B.: Any fees charged for the completion of this form are the responsibility of the student's parent(s)/guardian(s).



Lakehead Public Schools

2135 Sills Street
 Thunder Bay, Ontario P7E 5T2
 Telephone (807) 625-5100

ADMINISTRATION OF MEDICATION		MED FORM 3
CONSULTATION FOR SERVICE		
STUDENT:	D.O.B:	
ADDRESS:	HOME PHONE:	
SCHOOL:	GRADE:	
<p>I/We, the parents/guardians of the above-named student, hereby give permission to:</p> <ul style="list-style-type: none"> Lakehead District School Board to release information on Med Forms 1 and 2 to the specified health professional. the health professional to consult regarding the administration of prescribed medication to our child. 		
<p>_____</p> <p>Name of Health Professional</p>		
Parent/Guardian (signature)	_____	Date
Witness (signature)	_____	Date
CONFIRMATION OF TRAINING		
<p>An assessment has been conducted and staff has been trained in the administration of the prescribed medication to the above-named student.</p>		
Health Professional (signature)	_____	Date
Staff member(s) (signature)	_____	Date

FREEDOM OF INFORMATION

Personal information for assessment is collected under the authority of the Education Act, R.S.O., 1990, c. E 2, R.S.O. 1990, c. M. 56, and will be used in the administration of prescribed medication to a student. Questions regarding the collection of this information should be directed to the school Principal.

Please retain the original of this form in the student's OSR.



ADMINISTRATION OF MEDICATION						MED FORM 4
RECORD OF ADMINISTRATION						(picture)
STUDENT:			D.O.B:			
SCHOOL/GRADE:			TEACHER:			
PARENT/GUARDIAN:			HOME PHONE: WORK PHONE:			
PRESCRIBING PHYSICIAN:			PHONE:			
Date	Name of Medication	Colour/ Manufacturer	Amount/ Dosage	Time Given	Staff Signature	Comments/Observations/ Reactions



ADMINISTRATION OF MEDICATION		MED FORM 5
EMERGENCY SERVICES		(picture)
STUDENT:	D.O.B:	
ADDRESS:	PHONE:	
SCHOOL/GRADE:	TEACHER:	
PARENT/GUARDIAN:		WORK PHONE:
EMERGENCY CONTACT:		PHONE:
PRESCRIBING PHYSICIAN:		PHONE:
ADDRESS:		
SPECIFIC MEDICAL EMERGENCY: (give a detailed description of the condition and possible symptoms)		

MEDICATION PRESCRIBED: _____		

Location of Medication: _____		
Method of Administration: _____		
Possible Side Effects/Reaction: _____		
ACTION-EMERGENCY PLAN: _____		



ADMINISTRATION OF MEDICATION		MED FORM 6
RETURN OF MEDICATION FORM		
STUDENT:	D.O.B:	
PARENT/GUARDIAN:		
SCHOOL:	GRADE:	PRINCIPAL:
I/We, the parents/guardians of the above-named student, acknowledge that the following medication has been returned to us:		
MEDICATION:		
QUANTITY:		
_____ Parent/Guardian (signature)	_____ Name (please print)	_____ Date
_____ Witness (signature)	_____ Name (please print)	_____ Date



ADMINISTRATION OF MEDICATION		MED FORM 7
PARENTAL/GUARDIAN REQUEST TO TERMINATE ADMINISTRATION OF MEDICATION		
STUDENT:	D.O.B:	
PARENT/GUARDIAN:		
SCHOOL:	GRADE:	PRINCIPAL:
<p>I/We, the parents/guardians of the above-named student, hereby request and give permission to Lakehead District School Board to terminate the administration of prescribed medication to our child during school hours, according to Policy and Procedures Administration of Oral Medication 6061 adopted by the Board which we have read, understood and acknowledge receiving a copy.</p>		
<p>I/We release Lakehead District School Board, its employees and agents, from any liability for loss, damage or injury, howsoever caused, to our child's person or property arising out of the termination of the administration of prescribed medication under the Board's Administration of Oral Medication Policy and Procedures 6061.</p>		
_____ Parent/Guardian <i>(signature)</i>	_____ Name <i>(please print)</i>	_____ Date
_____ Witness <i>(signature)</i>	_____ Name <i>(please print)</i>	_____ Date

STUDENT SERVICES

6000

DRAFT – MAY 8, 2012

**ANAPHYLAXIS AND MEDICAL EMERGENCY
MANAGEMENT POLICY**

6062

1. Rationale

~~1.1 Lakehead District School Board recognizes the need for emergency procedures for medical conditions that require an immediate response and may be life threatening.~~

1.21 Under Bill 3 – Sabrina’s Law – An act to protect anaphylactic pupils 2005, school boards, principals and teachers play an important role in providing a safe environment for anaphylactic students. It is essential that boards and schools are aware of the issues facing students with anaphylaxis, have developed strategies to minimize the risk of an allergic reaction and are equipped to respond appropriately in the event of an emergency.

1.2 ***In order to ensure the safety of students with life threatening allergies, and in accordance with Sabrina’s Law, 2005, Lakehead District School Board recognizes the need for emergency procedures for medical conditions that require an immediate response and may be life threatening. The Board recognizes the seriousness of life threatening anaphylactic reactions.***

2. Definitions

2.1 Anaphylaxis

As defined by Sabrina’s Law, 2005, anaphylaxis means a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock, and “anaphylactic” has a corresponding meaning.

2.2 Epinephrine

Is the medication that is the treatment of choice for anaphylaxis. It is available in a preloaded syringe more commonly known as the EpiPen®.

3. Policy

~~3.1 In order to ensure the safety of students with life threatening allergies, and in accordance with Sabrina’s Law, 2005, Lakehead District School Board recognizes the need for emergency procedures for medical conditions that require an immediate response and may be life threatening. The Board recognizes the seriousness of life threatening anaphylactic reactions.~~

3.1 ***It is the policy of Lakehead District School Board that staff members who have reason to believe that a pupil is experiencing an anaphylactic reaction, may administer an epinephrine auto-injector or other medication prescribed to the***

STUDENT SERVICES

6000

DRAFT – MAY 8, 2012

**ANAPHYLAXIS AND MEDICAL EMERGENCY
MANAGEMENT POLICY**

6062

pupil for the treatment of an anaphylactic reaction, even if there is no preauthorization to do so.

- 3.2 Consistent with Policy 6061 – Administration of Oral Medication, The Board supports the voluntary participation of staff in the administration of epinephrine at school. Staff shall provide help or seek assistance for a student in an emergency **or life threatening** situation.
- 3.3 ~~Lakehead District School Board staff members who have reason to believe that a pupil is experiencing an anaphylactic reaction, may administer an epinephrine auto injector or other medication prescribed to the pupil for the treatment of an anaphylactic reaction, even if there is no preauthorization to do so.~~

4. Guidelines

The Principal shall:

- 4.1 ~~Administration shall~~ identify strategies to reduce the risk of exposure to anaphylactic causative agents in classrooms and common school areas;
- 4.2 ~~Administration shall~~ develop a communication plan for the dissemination of information on life-threatening conditions to parents/guardians, pupils and employees;
- 4.3 ~~The Principal shall~~ ensure that, upon registration and each subsequent year, parents/guardians and/or pupils shall be asked to supply information on students with serious medical or life-threatening conditions;
- 4.4 ~~Each school shall~~ **ensure that the school have has** a Medical Emergency Management Plan for any student who has a serious and/or life threatening medical condition that requires an immediate response;
- 4.5 ~~The Principal, together with parents/guardians, shall~~ establish emergency procedures for specific medical conditions or potential life-threatening conditions, **in collaboration with parents/guardians;**
- 4.6 ~~Administration shall~~ arrange regular training on dealing with life-threatening conditions for all employees and others who are in direct contact with pupils on a regular basis; **and**
- 4.7 **ensure that** staff members who administer medication to students, ~~having~~ **being** fully instructed by a health professional, **and** shall have full coverage under the Board's liability policy.

STUDENT SERVICES**6000**

DRAFT – MAY 8, 2012

**ANAPHYLAXIS AND MEDICAL EMERGENCY
MANAGEMENT PROCEDURES****6062**1. Policy

~~1.1 In order to ensure the safety of students with life threatening allergies, and in accordance with Sabrina's Law, 2005, Lakehead District School Board recognizes the need for emergency procedures for medical conditions that require an immediate response and may be life threatening. The Board recognizes the seriousness of life threatening anaphylactic reactions.~~

1.1 It is the policy of Lakehead District School Board that staff members who have reason to believe that a pupil is experiencing an anaphylactic reaction may administer an epinephrine auto-injector or other medication prescribed to the pupil for the treatment of an anaphylactic reaction, even if there is no preauthorization to do so.

1.2 Consistent with Policy 6061—Administration of Oral Medication, The Board supports the voluntary participation of staff in the administration of epinephrine at school. Staff shall provide help or seek assistance for a student in an emergency **or life threatening** situation.

~~1.3 Lakehead District School Board staff members who have reason to believe that a pupil is experiencing an anaphylactic reaction may administer an epinephrine auto-injector or other medication prescribed to the pupil for the treatment of an anaphylactic reaction, even if there is no preauthorization to do so.~~

2. Procedures

2.1 Emergency refers to those medical related issues that require an immediate response, such as, but not limited to, anaphylaxis, asthma, diabetes, and seizures.

~~2.1-2 On an annual basis it is the responsibility of The Principal **shall**;~~

2.2.1 ~~to~~ notify parents/guardians and staff members of their responsibility under this policy **on an annual basis**;

2.2.2 inform parents/guardians of their responsibility to provide written notification to the school of their child's medical and/or anaphylactic condition upon registration of students each school year. Written notification will be provided in the Med Forms 1 and 2, (Appendix A) which must be completed by the child's physician and parent/guardian; and

2.2.3 develop an individualized Medical Emergency Management Plan (Appendix B) for each identified student. Items in the plan will be considered in the context of the student's age and maturity.

STUDENT SERVICES**6000**

DRAFT – MAY 8, 2012

**ANAPHYLAXIS AND MEDICAL EMERGENCY
MANAGEMENT PROCEDURES****6062**

- ~~2.2~~ Emergency refers to those medical related issues that require an immediate response, such as, but not limited to, anaphylaxis, asthma, diabetes, and seizures.
- 2.3 Med Forms 1, 2, and 5 (Appendix A) must be completed in order to release medical information in an emergency.
- ~~2.4~~ Upon registration of students each school year, the Principal shall inform parents/guardians of their responsibility to provide written notification to the school of their child's medical and/or anaphylactic condition. Written notification will be provided in the Med Forms 1 and 2, Appendix A which must be completed by the child's physician and parent/guardian.
- 2.54 The authorization **Med Forms 1, 2, and 5 (Appendix A)** will be placed in the student's Ontario School **Student** Record (O.S.R.).
- 2.65 It is the responsibility of **The** parent/guardian to **will** ensure that the school has the current treatment plans, emergency contact list and other relevant information for their child on file.
- ~~2.7~~ The Principal, together with the student's parent/guardian, will develop an individualized Medical Emergency Management Plan (Appendix B) for each identified student. Items in the plan will be considered in the context of the student's age and maturity.

3. Anaphylaxis Procedures

- 3.1 In the case of anaphylaxis the parent/guardian will provide an epinephrine auto-injector as soon as possible. One single-dose is essential, however, two single-dose epinephrine auto-injectors or one dual-dose epinephrine auto-injector is highly recommended. Devices must be clearly labelled with student's full name. The principal shall notify parents/guardians that students are required to carry an EpiPen® on their person.
- The student will carry one EpiPen® on their person; the second EpiPen® will be stored in a secure location identified in the student's Medical Emergency Management Plan.
- 3.2 Consideration for the age, maturity and responsibility level of students with potential anaphylaxis must be taken into account. Students should be responsible for carrying/having immediate access to an epinephrine auto-injector device at all times.
- 3.3 The Principal will:
- 3.3.1** obtain a back-up epinephrine auto-injector for emergency use in the school. Expiry dates will be monitored accordingly;

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MANAGEMENT PROCEDURES**

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- ~~3.4~~ **3.3.2** ~~The principal will~~ request that the parent/guardian provide their child with a medic-alert bracelet which identifies specific allergies;
- ~~3.5~~ **3.3.3** ~~The principal is responsible for ensuring~~ **ensure** that all staff and **regular** school volunteers are aware of and can clearly identify the students who have an anaphylactic condition. The Principal is responsible for ensuring that all staff and school volunteers are aware of the contents and location of any anaphylactic students' individual Medical Emergency Management Plan;
- ~~3.6~~ **3.3.4** ~~It is the responsibility of the principal to~~ ensure that appropriate signage is posted in the school; **and**

3.3.5 with the cooperation of Student Transportation Services Thunder Bay, ~~will~~ inform bus drivers of students with severe medical and/or anaphylactic conditions and will provide a copy of the relevant components of the Medical Emergency Management Plan to bus drivers in case of an emergency. It is the responsibility of the bus companies to provide appropriate training for their employees.
- ~~3.7.4~~ ~~It is the responsibility of~~ The classroom/homeroom teacher **will** to educate their students regarding anaphylaxis and relevant components of an anaphylactic classmate's Medical Emergency Management Plan in case of an emergency.
- ~~3.8~~ ~~The principal, with the cooperation of Student Transportation Services Thunder Bay, will inform bus drivers of students with severe medical and/or anaphylactic conditions and will provide a copy of the relevant components of the Medical Emergency Management Plan to bus drivers in case of an emergency. It is the responsibility of the bus companies to provide appropriate training for their employees.~~

4. Training

The school-Principal will coordinate training for all staff. Training will be available to all employees and volunteers in the school, for example, lunchroom supervisors, custodians, secretaries and educational assistants. Staff training shall occur annually and as soon as possible in the school year.

5. Individual Medical Emergency Plans

- 5.1 The Principal ~~is responsible for~~ **will ensure that** completion of the Individual Medical Emergency Management Plan for each identified student **is completed on an annual basis and revised as necessary.**
- 5.2 A copy of the Medical Emergency Management Plan for each student with a severe medical and/or anaphylactic condition will be stored in the school office, the student's O.S.R., and in other accessible locations as outlined in the Medical Emergency

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Management Plan. All staff will be notified of the locations. The classroom/homeroom teacher will also retain a copy of the Medical Emergency Management Plan.

- 5.3 The Individual Medical Emergency Management Plan for each identified student will include:
 - 5.3.1 completed Med Forms **1,2, and 5** (Appendix A);
 - 5.3.2 details informing employees and others who are in direct contact with the students on a regular basis of the medical condition, type of condition, monitoring and avoidance strategies, symptoms and appropriate treatment;
 - 5.3.3 a readily accessible emergency procedure for the pupil, including emergency contact information; and
 - 5.3.4 storage for epinephrine auto-injectors, where necessary.

6. Review

These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Anaphylaxis and Emergency Management Policy 6062	<u>Date Revised</u>	Bill 3 – Sabrina’s Law An act to protect anaphylactic pupils
Administration of Oral Medication Policy & Procedures 6061	Reviewed by: _____	
Ministry of Education Policy & Program Memorandum No. 81, July, 1984		



ADMINISTRATION OF MEDICATION		MED FORM 1
PARENT/GUARDIAN REQUEST/RELEASE		
STUDENT:	D.O.B:	
ADDRESS:	HOME PHONE:	
PARENT/GUARDIAN:	WORK PHONE:	
EMERGENCY CONTACT:	PHONE:	
SCHOOL:	GRADE:	PRINCIPAL:
PRESCRIBING PHYSICIAN:		
ADDRESS:	PHONE:	
<p>I/We, the parents/guardians of the above-named student, hereby request and give permission to Lakehead District School Board to provide for the administration of prescribed medication to our child during school hours, according to Administration of Oral Medication Anaphylaxis and Medical Emergency Management Policy and Procedures 6064 6062 adopted by the Board which we have read, understood and acknowledge receiving a copy.</p> <p>I/We release Lakehead District School Board, its employees and agents, from any liability for loss, damage or injury, howsoever caused, to our child's person or property arising out of the administration of prescribed medication under the Administration of Oral Medication Anaphylaxis and Medical Emergency Management Policy and Procedures 6064 6062.</p> <p>I/We give permission to Lakehead District School Board to release medical information on the above-named student in case of a medical emergency.</p>		
_____	_____	
Parent/Guardian (signature)	Date	
_____	_____	
Witness (signature)	Date	

Please retain the original of this form in the student's OSR.



ADMINISTRATION OF MEDICATION		MED FORM 2
PHYSICIAN INFORMATION		
STUDENT:	D.O.B:	
ADDRESS:	HOME PHONE:	
PARENT/GUARDIAN:	WORK PHONE:	
SCHOOL:	GRADE:	
PRESCRIBING PHYSICIAN:	PHONE:	
ADDRESS:		
MEDICAL CONDITION REQUIRING MEDICATION:		
<u>MEDICATION PRESCRIBED:</u>		
DOSAGE: _____		
FREQUENCY OR TIME SPECIFIED FOR ADMINISTRATION: _____		
METHOD OF ADMINISTRATION: _____		
POSSIBLE SIDE EFFECTS OR REACTION: _____		
SUGGESTED RESPONSE TO SIDE EFFECTS: _____		
DURATION OF MEDICATION TO BE GIVEN: _____		
_____ Prescribing Physician (signature)		_____ Date

Please retain the original of this form in the student's OSR.

N.B.: Any fees charged for the completion of this form are the responsibility of the student's parent(s)/guardian(s).



Lakehead Public Schools

2135 Sills Street
 Thunder Bay, Ontario P7E 5T2
 Telephone (807) 625-5100

ADMINISTRATION OF MEDICATION		MED FORM 3
CONSULTATION FOR SERVICE		
STUDENT:	D.O.B:	
ADDRESS:	HOME PHONE:	
SCHOOL:	GRADE:	
<p>I/We, the parents/guardians of the above-named student, hereby give permission to:</p> <ul style="list-style-type: none"> Lakehead District School Board to release information on Med Forms 1 and 2 to the specified health professional. the health professional to consult regarding the administration of prescribed medication to our child. 		
<p>_____</p> <p>Name of Health Professional</p>		
Parent/Guardian (signature)	_____	Date
Witness (signature)	_____	Date
CONFIRMATION OF TRAINING		
<p>An assessment has been conducted and staff has been trained in the administration of the prescribed medication to the above-named student.</p>		
Health Professional (signature)	_____	Date
Staff member(s) (signature)	_____	Date

FREEDOM OF INFORMATION
 Personal information for assessment is collected under the authority of the Education Act, R.S.O., 1990, c. E 2, R.S.O. 1990, c. M. 56, and will be used in the administration of prescribed medication to a student. Questions regarding the collection of this information should be directed to the school Principal.

Please retain the original of this form in the student's OSR.



ADMINISTRATION OF MEDICATION						MED FORM 4
RECORD OF ADMINISTRATION						(picture)
STUDENT:			D.O.B:			
SCHOOL/GRADE:			TEACHER:			
PARENT/GUARDIAN:			HOME PHONE: WORK PHONE:			
PRESCRIBING PHYSICIAN:			PHONE:			
Date	Name of Medication	Colour/ Manufacturer	Amount/ Dosage	Time Given	Staff Signature	Comments/Observations/ Reactions



ADMINISTRATION OF MEDICATION		MED FORM 5
EMERGENCY SERVICES		(picture)
STUDENT:	D.O.B:	
ADDRESS:	PHONE:	
SCHOOL/GRADE:	TEACHER:	
PARENT/GUARDIAN:		WORK PHONE:
EMERGENCY CONTACT:		PHONE:
PRESCRIBING PHYSICIAN:		PHONE::
ADDRESS:		
SPECIFIC MEDICAL EMERGENCY: (give a detailed description of the condition and possible symptoms)		

MEDICATION PRESCRIBED: _____		

Location of Medication: _____		
Method of Administration: _____		
Possible Side Effects/Reaction: _____		
ACTION-EMERGENCY PLAN: _____		



ADMINISTRATION OF MEDICATION		MED FORM 6
RETURN OF MEDICATION FORM		
STUDENT:	D.O.B:	
PARENT/GUARDIAN:		
SCHOOL:	GRADE:	PRINCIPAL:
<p>I/We, the parents/guardians of the above-named student, acknowledge that the following medication has been returned to us:</p> <p>MEDICATION:</p> <p>QUANTITY:</p>		
_____ Parent/Guardian <i>(signature)</i>	_____ Name <i>(please print)</i>	_____ Date
_____ Witness <i>(signature)</i>	_____ Name <i>(please print)</i>	_____ Date



ADMINISTRATION OF MEDICATION		MED FORM 7
PARENTAL/GUARDIAN REQUEST TO TERMINATE ADMINISTRATION OF MEDICATION		
STUDENT:	D.O.B:	
PARENT/GUARDIAN:		
SCHOOL:	GRADE:	PRINCIPAL:
<p>I/We, the parents/guardians of the above-named student, hereby request and give permission to Lakehead District School Board to terminate the administration of prescribed medication to our child during school hours, according to Policy and Procedures Administration of Oral Medication Policy and Procedures 6061 adopted by the Board which we have read, understood and acknowledge receiving a copy.</p>		
<p>I/We release Lakehead District School Board, its employees and agents, from any liability for loss, damage or injury, howsoever caused, to our child's person or property arising out of the termination of the administration of prescribed medication under the Board's Administration of Oral Medication Policy and Procedures 6061.</p>		
_____ Parent/Guardian <i>(signature)</i>	_____ Name <i>(please print)</i>	_____ Date
_____ Witness <i>(signature)</i>	_____ Name <i>(please print)</i>	_____ Date

INDIVIDUAL MEDICAL EMERGENCY MANAGEMENT PLAN

Emergency Procedures For: _____ **School:** _____

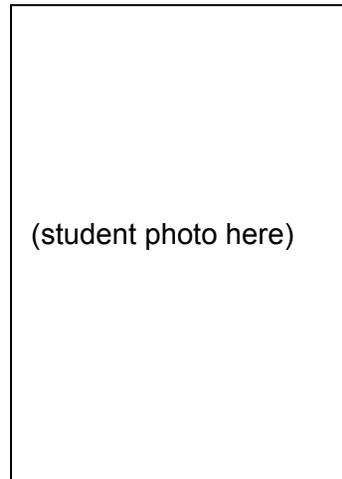
Grade: _____ **Room:** _____ **Teacher:** _____

Allergies:

Symptoms:

ACTION PLAN:

EpiPen® Location:



**Stakeholder Input to Anaphylaxis and Medical Emergency Management Policy
From Rick Molloy, Health and Safety Officer**

In the procedures it mentions diabetes. As per the Occupational Health and Safety Act – Reg 474/07 Needle Safety states if workers are to work with hollow bore needles then they must be “safe engineered needle” which is designed to eliminate or minimize the risk of a skin puncture injury to the worker.

Epi pen needles do retract into the pen body after use so they would be considered a safety engineered needle but if someone requires a diabetes injection they may use a regular needle which is not a safety engineered needle.

I have an Infection Control Program that states only safety engineered needles can be used in our work sites.

STUDENT SERVICES**6000****ADMINISTRATION OF
MEDICATION/ANAPHYLAXIS POLICY****6060**1. Rationale

- 1.1 Under the terms of Ministry of Education Memorandum Policy/Program No. 81 (July 1984), the local school board is responsible for the administration of medication to students attending school during regular school hours.
- 1.2 Under Bill 3—Sabrina's Law—An act to protect anaphylactic pupils 2005, school boards, principals and teachers play an important role in providing a safe environment for anaphylactic students. It is essential that boards and schools are aware of the issues facing students with anaphylaxis, have developed strategies to minimize the risk of an allergic reaction and are equipped to respond appropriately in the event of an emergency.

2. Policy

- 2.1 Lakehead District School Board, upon request from the parent/guardian and verification from a physician, shall endeavour to provide for the administration of prescribed medication to allow the student to attend school, if the student is unable to take the medication without assistance or supervision.
- 2.2 Lakehead District School Board shall arrange for administration of prescribed medication at school in accordance with the accompanying procedures. The Board may require individuals employed as Educational Assistants (EAs) to provide the assistance regardless of the primary purpose of their assignment to the school.
- 2.3 Lakehead District School Board recognizes the need for emergency procedures for medical conditions that require an immediate response and may be life-threatening.
- 2.4 Each school shall have a Medical Emergency Management Plan for any identified student.

3. Guidelines

- 3.1 The primary responsibility for the administration of medication rests with the parent/guardian, and student.
- 3.2 Medication shall be administered only during school hours if determined to be absolutely necessary on an ongoing basis.
- 3.3 Board staff shall not administer non-prescriptive medication or prescription medication on a short term basis (i.e. completion of a prescribed drug for any illness).

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- 3.4 ~~If the medication must be administered during school hours, then every attempt shall be made to have the student self-administer or another family member administer the medication at school.~~
- 3.5 ~~Board assistance in the administration of medication will be through Educational Assistants (EAs), administrators or voluntary participation of staff.~~
- 3.6 ~~The Board shall identify strategies to reduce the risk of exposure to anaphylactic causative agents in classrooms and common school areas.~~
- 3.7 ~~The Board shall develop a communication plan for the dissemination of information on life-threatening conditions to parents, pupils and employees.~~
- 3.8 ~~The Board shall arrange regular training on dealing with life-threatening conditions for all employees and others who are in direct contact with pupils on a regular basis.~~
- 3.9 ~~The Principal shall establish emergency procedures for specific medical conditions that require an immediate response or potential life-threatening conditions.~~
- 3.10 ~~The Principal shall ensure that, upon registration and each subsequent year, parents, guardians and pupils shall be asked to supply information on students with serious medical or life-threatening conditions.~~
- 3.11 ~~Staff who administer medication to students, having been fully instructed by a health professional, shall have full coverage under the Board's liability policy.~~

4. Review

- 4.1 ~~The policy shall be reviewed according to Meta Policy 2010.~~

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Procedures 6060	September 7, 1993	Bill 3—Sabrina's Law An act to protect anaphylactic pupils
Ministry of Education Policy & Program Memorandum No. 81, July, 1984	<u>Date Revised</u> December 13, 2005 Reviewed by _____	

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1. Policy

- 1.1 ~~Lakehead District School Board, upon request from the parent/guardian and verification from a physician, shall endeavour to provide for the administration of prescribed medication to allow the student to attend school, if the student is unable to take the medication without assistance or supervision.~~
- 1.2 ~~Lakehead District School Board shall arrange for administration of prescribed medication at school in accordance with the accompanying procedures. The Board may require individuals employed as Educational Assistants (EAs) to provide the assistance regardless of the primary purpose of their assignment to the school.~~
-
- 1.3 ~~Lakehead District School Board recognizes the need for emergency procedures for medical conditions that require an immediate response or life-threatening medical condition.~~
- 1.4 ~~The school shall have an Individual Medical Emergency Plan for any student identified with a serious or life-threatening medical condition.~~

2. Procedures

- 2.1 ~~The parent/guardian is responsible for the completion and signing of the Parent/Guardian Request/Release form (MED FORM 1) (Appendix 1) each school year.~~
- 2.2 ~~The parent/guardian is responsible for providing the school with a signed Physician Information form (MED FORM 2) (Appendix 2) each school year.~~
- 2.3 ~~If a health professional consultation is required, the parent/guardian is responsible for the completion and signing of Consultation for Service form (MED FORM 3) (Appendix 3).~~
- 2.4 ~~The Principal shall retain the originals of completed MED FORMS 1, 2 and 3 in the Student's OSR and also in the student's Medical Emergency Plan File.~~
- 2.5 ~~The Principal will ensure that a minimum of two staff members assume the responsibility for the administration of the medication to each student requiring this health support service.~~
- 2.6 ~~If the administration of prescription medication at school is not possible through self-administration, EAs, administrators or staff volunteers, the Board will make arrangements to access the necessary service to administer the medication.~~

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- 2.7 ~~After consultation with the parent/guardian, the Principal will provide designated staff specific information and training with respect to the following:~~
- 2.7.1 ~~The need to administer the medication in a manner which allows for sensitivity and privacy and which encourages the student to take an appropriate level of responsibility for his/her medication;~~
 - 2.7.2 ~~Dosage, frequency or time specified for administration and the method of administration specified by the physician;~~
 - 2.7.3 ~~Proper storage of the medication;~~
 - 2.7.4 ~~Possible side effects of the medication and how to respond to them;~~
 - 2.7.5 ~~Unique medical needs of the student, if any;~~
 - 2.7.6 ~~Record of Administration of Medication (MED FORM4) (Appendix 4)~~
 - 2.7.7 ~~The health professional will complete the Confirmation of Training section of MED FORM 3 (Appendix 3).~~
- 2.8 ~~The parent/guardian will be responsible for having the medication delivered to the Principal or designate.~~
- 2.9 ~~The parent/guardian shall ensure that the medication has not exceeded the expiry date noted on the medication.~~
- 2.10 ~~The parent/guardian shall be responsible for informing the Principal of any changes to the prescription.~~
- 2.11 ~~The medication is to be delivered in original sealed containers properly labeled with:~~
- 2.11.1 ~~Student's name~~
 - 2.11.2 ~~Name of medication~~
 - 2.11.3 ~~Dosage~~
 - 2.11.4 ~~Frequency/time to be given~~
 - 2.11.5 ~~Name of prescribing physician~~
 - 2.11.6 ~~Side effects~~

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- 2.11.7 ~~Treatment plan for side effects~~
- 2.11.8 ~~The Principal will ensure that the amount of medication is verified on MED FORM 4 Record of Administration (Appendix 4).~~
- 2.12 ~~All medication will be kept in a secure location designated by the Principal and accessible to staff administering medication.~~
- 2.13 ~~All medication, whether administered by the student or staff, will be recorded on MED FORM 4—Record of Administration form to protect against over and under medication. When dosage is omitted, reason(s) shall be given.~~
- 2.14 ~~Any error in the administration of medication shall be immediately reported to the parent/guardian and to the Principal/designate by the person administering the medication.~~
- 2.15 ~~The Principal will return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays [Return of Medication (MED FORM 6)] (Appendix 6).~~
- 2.16 ~~The Principal shall dispose of surplus/unclaimed medication should the parent/guardian fail to respond to the Principal's request by the start of the summer holidays (deliver to a pharmacy for disposal).~~
- 2.17 ~~The parent/guardian must complete Request to Terminate Administration of Medication form (MED FORM 7) (Appendix 7) to stop the administration of medication.~~
3. Individual Medical Emergency Plans
- 3.1 ~~Emergency refers to those medical related issues that require an immediate response, such as, but not limited to, anaphylaxis, asthma, diabetes, and seizures.~~
- 3.2 ~~MED FORMS 1 and 2 (Appendices 1 and 2) must be completed in order to release medical information in an emergency.~~
- 3.3 ~~The Principal is responsible for completion of the Individual Medical Emergency Management Plan for each identified student.~~
- 3.4 ~~The Individual Medical Emergency Management Plan for each identified student will include:~~
- 3.4.1 ~~completed MED FORMS (see sec. 2 of PR 6060);~~

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3.4.2 details informing employees and others who are in direct contact with the students on a regular basis of the medical condition, type of condition, monitoring and avoidance strategies, symptoms and appropriate treatment;

3.4.3 a readily accessible emergency procedure for the pupil, including emergency contact information; and

3.4.4 storage for epinephrine auto-injectors, where necessary.

4. Board Responsibilities

4.1 Strategies to reduce risk of exposure to anaphylactic causative agents.

4.2 Communication plan for the dissemination of information on life-threatening conditions to parents, pupils and employees.

4.3 Regular training on dealing with life-threatening conditions for all employees and others who are in direct contact with identified pupils on a regular basis.

5. Review

The procedures will be reviewed according to Meta Policy 2010.

<u>Gross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
Policy 6060	June 22, 1994	Bill 30 – Sabrina's Law An act to protect anaphylactic pupils
Ministry of Education Policy & Program Memorandum No. 81, July 1984	<u>Date Revised</u> December 13, 2005 Reviewed by _____	