

## 1. PURPOSE

In accordance with *Ryan's Law – Ensuring Asthma Friendly Schools – 2015*, it is the policy of the Catholic District School Board of Eastern Ontario to establish and maintain a policy for students diagnosed with asthma.

The safety of students with a medical condition such as asthma is a shared responsibility of the board, school, family, health care provider and community partners.

## 2. DEFINITIONS

- a. Asthma – a respiratory condition marked by spasm in the bronchi of the lungs, causing difficulty breathing. It usually results from an allergic reaction or other forms of hypersensitivity.

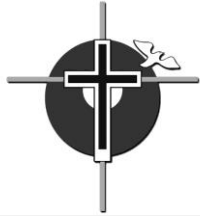
*For the purpose of this document, the following words have the following definitions:*

- b. Emergency Medication – medication that is administered by a staff member to a student at the time of an asthma exacerbation (for example: reliever inhaler or stand-by-medication).
- c. Medication – medications that are prescribed by a health care provider and, by necessity, may be administered by a student, or taken by a student during school hours or school related activities.
- d. Immunity – *The Act to Protect Pupils with Asthma* states the “No action or other proceeding for damages shall be commenced against an employee for an act or omission done or omitted by the employee in good faith in the execution or intended execution of any duty or power under this Act.”

## 3. REQUIREMENTS

The board shall:

- a) Ensure that all students have easy access to their prescribed reliever inhaler(s) medication;
- b) Identify asthma triggers in classrooms, common school areas and in planning field trips and implement strategies to reduce the risk of exposure;
- c) Establish a communication plan to share information on asthma to parents/guardians, students, employees and include any other person who has direct contact with a student with asthma;
- d) Provide asthma education and regular training opportunities on recognizing and preventing asthma triggers, recognizing when symptoms are worsening and managing asthma exacerbations for all employees and others who are in direct contact with students on a regular basis;
- e) Require that every school principal establish a process to identify students with asthma at time of registration or following diagnosis and gather necessary asthma related information from parents/guardians and student;

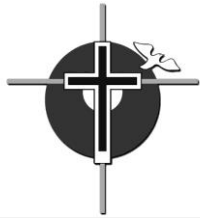


- f) Require that every school principal develop an individual Student Asthma Management Plan for each student diagnosed with asthma, based on the recommendation of the student's health care provider;
- g) Require that every school principal maintain a file for each student diagnosed with asthma. The file may contain personal information, treatment plans and/or other pertinent information about the student, if that information is obtained with the consent of the student or the parent/guardian, in accordance with applicable legislation, including relevant privacy information. This file shall also include current emergency contact information;
- h) Require that every school principal inform board personnel and others who are in direct contact on a regular basis with a student with asthma about the contents of the student's asthma management plan;
- i) Review asthma policy as part of its regular policy review cycle; and
- j) Include the asthma policy in the board policies posted on the school and board websites.

## 4. RESPONSIBILITIES

### *Principal*

- a) Registration
  - Ensure that, upon registration, parents, guardians and students shall be asked to supply information about asthma.
  - At the beginning of each school year, the principal shall update the medical information of each student enrolled in the school to determine if new medical conditions have developed and/or existing medical conditions have changed.
- b) Communication
  - At the start of each school year, the principal shall include information on parent/guardian and student responsibilities with respect to this Regulation on the school website and in the school newsletter.
  - At the start of each school year, the principal shall review the responsibilities outlined in this Regulation with staff.
- c) Authorization
  - When the principal has been informed by the parent/guardian/adult student that a student has been diagnosed with asthma and may require the administration of asthma medication, the principal shall request the parent/guardian/adult student complete the Authorization for Administration of Medication for Asthma (Appendix A).



d) Medication

If the parent/guardian/adult student indicates the student requires the administration of asthma medication during the school day, the principal shall:

- i. With parent/guardian informed, written consent for students under 16 years old, arrange to have one (1) Reliever Inhaler on the student's person. If the student is 16 years or older, the student is not required to have his/her parent's/guardian's permission to carry his/her asthma medication;
- ii. If necessary, arrange to have a second Reliever Inhaler in a safe, secure location (i.e., main office, classroom). Ensure the medication is already labeled to indicate the name of the student, the name of the medication and the expiry date;
- iii. Ensure that any medication that has reached its expiry date is returned to the parent/guardian/adult student and replaced with up-to-date medication;
- iv. Employees may be preauthorized to administer medication or supervise a student while he/she takes medication in response to an asthma exacerbation, if the school has the consent of the parent, guardian or student, as applicable;
- v. If an employee has reason to believe a student is experiencing an asthma exacerbation, the employee may administer asthma medication to the student for the treatment of the exacerbation, even if there is no preauthorization to do so under subsection 4. c).

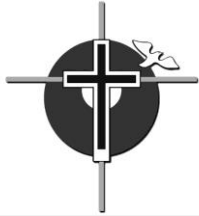
e) Staff Education

At the start of each school year, the principal shall:

- i. Identify all students diagnosed with asthma to all staff that will interact on a regular basis with the student;
- ii. Inform employees and others who are in direct contact on a regular basis with a student who has asthma about the contents of the student's individual plan. A record shall be kept by the principal of all individuals who participate in the training;
- iii. Ensure that regular training on recognizing asthma symptoms and managing asthma exacerbations for all employees and others who are in direct contact with students with asthma is conducted.

f) Individual Student Asthma Management Plan

- i. For all students diagnosed with asthma, the principal shall develop an individual Student Asthma Management Plan in consultation with the parent/guardian/adult student (Appendix B). In developing an individual plan, the principal shall take into consideration any recommendations made by the student's health care provider. This plan will be reviewed on an annual basis, or sooner if updated information is provided.



- ii. The individual Student Asthma Management Plan shall contain the following information:
- The student's name, date of birth, health card number and a current picture;
  - The symptoms which indicate an asthma reaction;
  - Triggers that may initiate an asthma reaction;
  - Monitoring and avoidance strategies and appropriate treatment;
  - Instructions from the student's health care provider, if available;
  - Emergency procedures;
  - Location of the Reliever Inhaler(s), if spare medication is kept in the school;
  - If the student is under 16 years old, whether the student has his/her parent's/guardian's permission to carry his/her asthma medication;
  - Emergency contact information.

g) Student Medical File

The principal shall develop a Student Medical File that at a minimum contains:

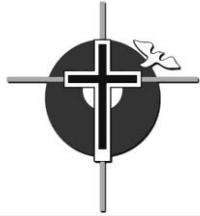
- i. Current treatment and other information for each student with asthma, including copies of any notes and instructions from the student's health care provider;
- ii. Current emergency contact information.

h) Documentation

- i. The principal shall ensure that each time a staff member assists a student with the administration of the Reliever Inhaler, the incident will be recorded on the Individual Student Record of Administered Medication (Appendix C).

i) Prevention

- i. The principal shall take steps to create a supportive, safe environment for students with asthma, including:
- Facilitating the use of asthma friendly school supplies and products, such as scent-free markers and cleaning products, dust free chalk, etc.;
  - Monitoring asthma triggers and taking action to reduce exposure to asthma triggers in classrooms and common areas whenever possible;
  - Creating and supporting the expectation that students with asthma should be participating in physical activities to the best of their abilities, including recess/nutrition breaks and physical education;
  - Ensuring that when a student is involved in an out-of-school learning experience, the student has a Reliever Inhaler on his/her person and that the supervising teacher has a second Reliever Inhaler as well as a cell phone to use in emergency situations.



## *Parent/Guardian (Adult Student)*

The parent/guardian of the student who has been diagnosed with asthma is expected to:

- i. Inform the principal of the student's asthma at the beginning of the school year regardless of whether the child is a new student or not;
- ii. Inform the principal of any changes to the student's asthma and/or medication
- iii. Inform a new school of the student's medical needs, if the student transfers to another school within the Board's jurisdiction;
- iv. Complete the parent/guardian/adult student authorization form, Authorization for Administration of Medication for Asthma ( Appendix A) on an annual basis;
- v. Provide a minimum of one (1) up-to-date Reliever Inhaler properly marked with the student's name and expiry date;
- vi. Provide up-to-date emergency contact names and telephone numbers.

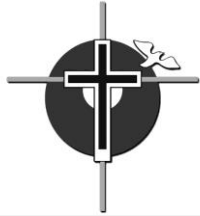
## *School Staff*

- i. Participate in asthma awareness training;
- ii. Remain vigilant concerning circumstances or events which may constitute a situation for students at risk to experience an asthma episode and shall report these to the principal;
- iii. Respond to a student experiencing an asthma episode and ensure the Reliever Inhaler is administered immediately and inform the principal/
- iv. After the medication has been administered, record the incident in the individual Student Record of Administered Medication for Asthma.

## *Classroom/Subject Teacher*

In addition to the duties described under School Staff, classroom/subject teachers are expected to:

- i. Support the student with asthma to access their Reliever Inhaler when needed to relieve symptoms and/or before exercise, if indicated;
- ii. Ensure that the identified student is carrying a Reliever Inhaler on his/her person during all out-of-school trips and excursions;
- iii. Ensure that an additional Reliever Inhaler and a cell phone are available during all out-of-school trips and excursions;
- iv. Monitor the presence of materials within the classroom setting which may trigger an

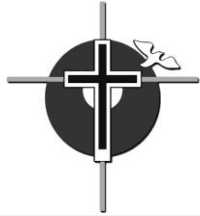


asthmatic reaction in the identified student;

- v. Take measures to reduce student's exposure to asthma triggers whenever possible (i.e. chalk dust, freshly cut grass, furry animals, pollen, poor air quality, strong smelling markers, very cold or very hot temperatures);
- vi. Use preventive measures to allow participation in exercise and/or physical activity including a warm-up period, use of Reliever Inhaler prior to the activity (if indicated on the individual Student Asthma Management Plan) and understand what to do if symptoms associated with exercise are present.

## 5. RESOURCES

- i. *Ryan's Law (Ensuring Asthma Friendly Schools), 2015*
- ii. *Education Act*
- iii. Education Regulations
- iv. [www.asthmainschools.com](http://www.asthmainschools.com)
- v. [Managing Asthma Episodes poster](#)
- vi. [Authorization for Administration of Medication for Asthma Form \(Appendix A\)](#)
- vii. [Individual Student Asthma Management Plan \(Appendix B\)](#)
- viii. [Individual Student Record of Administered Medication \(Appendix C\)](#)
- ix. [Parent/Guardian Information Letter \(Appendix D\)](#)
- x. [Training Program http://www.ophea.net/node/1411](http://www.ophea.net/node/1411)



### Appendix A

Sample Letter to Parents:

Insert Date

Dear Parent/Guardian:

As you may be aware, *Ryan's Law, 2015*, was recently passed by the Ontario Legislature. This piece of legislation is an important step to support the well-being of students with asthma in Ontario schools.

Over the course of the next school year, the Catholic District School Board of Eastern Ontario will be working to implement the requirements of this legislation.

In the meantime, if your child has asthma, we ask that you immediately contact the main office of the school to provide information about your child's asthma medication. With your permission, your child will be allowed to carry their asthma medication.

By the next school year, a more formal process to identify students with asthma and their asthma medication will be put into place to better support the needs of your child.

The Ministry of Education website has resources on asthma that can be found at:  
<http://www.edu.gov.on.ca/eng/healthyschools/anaphylaxis.html>.

As a best practice and to support your child, please let the school know if your child has a medical condition so that the school is aware and can keep this information on file.

If you have any questions, please do not hesitate to contact me directly.

Sincerely,

Principal

**AUTHORIZATION FOR ADMINISTRATION  
OF MEDICATION FOR ASTHMA**

To be completed by Parent/Guardian/Adult Student

**Demographic Information**

Student's Name: \_\_\_\_\_ Birthdate: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Ontario Health Card Number: \_\_\_\_\_

**Administration of Medication for Asthma**

I acknowledge that the staff of the Catholic District School Board of Eastern Ontario are not trained medical personnel. However, I authorize the administration of a Reliever Inhaler, as prescribed by a physician/health practitioner, in the event that my child, \_\_\_\_\_ experiences an asthma episode on school property or during a school or school board sponsored event.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

**Self-Administration of Medication for Asthma**

I consent to have my child, \_\_\_\_\_ carry a Reliever Inhaler on his/her person.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

I consent to have my child, \_\_\_\_\_ self-administer the Reliever Inhaler.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Principal's Signature: \_\_\_\_\_



**INDIVIDUAL STUDENT RECORD OF ADULT ADMINISTERED MEDICATION**

Name of Student: \_\_\_\_\_ Teacher: \_\_\_\_\_

Class: \_\_\_\_\_

MEDICATION	DESCRIPTION OF MEDICATION (pill, liquid, colour, <b>inhaler</b> , etc.)	METHOD OF ADMINISTRATION (mixed with food, spoon, <b>inhaled</b> , etc.)	DOSAGE	DATE	TIME	COMMENTS	SIGNATURE OF PERSON ADMINISTERING