



Category: 9.0 Occupational Health, Safety, and Environment	Responsible Owner: Nurses	Effective Date: February 2023
Policy/Form Number: 9.4	Approval Body: Board of Governors	Policy/Form Name: Medical Information Policy and Procedure (for Students)

A. POLICY:

PURPOSE/COMMITMENT:

To delineate the Medical Alert Procedure for Supporting Students with Serious Medical Conditions. Columbia College will:

1. Keep a record of students who have identified medical conditions
2. Ensure that care plans for students with medical conditions are updated regularly and are communicated to appropriate staff
3. Consult with the public health nurse if there are questions about a care plan for a student.

SCOPE:

All students at Columbia College.

WHEN TO USE THE POLICY:

To obtain information on serious medical conditions and delineate a procedure for supporting students.

DEFINITIONS:

SERIOUS MEDICAL CONDITION – A state of health that may require ongoing medical treatment, specific accommodation and swift first aid intervention.

CARE PLAN – A plan that outlines various First Aid interventions that support health in an emergency. Reviewed annually, signed by the student or student parent / guardian and nurse.

MEDICAL HISTORY FORM – A document completed by the student that outlines, previous medical history as well as emergency contact information both in Canada and outside of Canada. This information is kept confidential except in cases of medical emergencies when it is transferred to Emergency Medical Professionals in the event a student is unable to communicate.

Responsible Owner:

Nurses

Category:

2.0 Education

B. PROCEDURES:

North Campus:

In keeping with recommendations made by Vancouver Coastal Health and the Ministry of Education, Columbia College asks High School students under the age of 19 who have the following conditions (listed below) to meet with the Nurse and prepare an emergency care plan to have on hand at the College.

Care Plans are kept in the student's permanent record, in a quick grab emergency file at North Campus reception and in the Health Section of their Student Records online file.

Nurses add an alert for any High school student under 19 with a serious medical condition. This alert is shown on the class attendance roster.

Instructors check their attendance roster regularly to see if they are teaching a student younger than 19 with a medical alert next to their name. If so, they check with Nurses to learn the student's emergency care plan.

Nurses send instructors an email to review the care plan and answer any questions

A student over the age of 19 with a serious medical condition can choose to create a care plan and decide who they would like to share it with.

Serious Medical Conditions are:

1. Asthma
2. Seizure Disorders
3. Diabetes
4. Anaphylaxis
5. Serious Heart Conditions
6. Blood clotting Disorders
7. Mobility Restrictions (such as students in wheelchairs)

University Transfer (UT)/College Students:

UT students will complete an emergency medical form online that indicates various health conditions and has an emergency contact person in Canada. Nurses then review the submissions and reach out to those with serious medical conditions to make sure they understand how to connect to a doctor in B.C. and that they have enough medication to last them until their MSP coverage begins.

This information is shared only with Emergency Services.

Medical History Form:

UT students are expected to complete a medical history form when they arrive in B.C. for in-person classes. For High School students, paper copies are maintained as indicated above.

This form is found in the Student Record System Health Section for the College and on the student portal for students.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

<http://www.vch.ca/public-health/children-youth-schools/school-health/vancouver-school-health-manual/children-with-medical-conditions-in-vancouver-schools>

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

REFERENCE TO BYLAWS:

n/a

RELATED ACTS AND REGULATIONS:

n/a

RELATED POLICIES:

n/a

C. APPROVALS:

: APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:
Chair, OHSEC	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner:	Date:
Principal or Designate:	Date:
Chair, Board of Governors:	Date:

Proposed Review Date: February 2028	Dates(s) revised:	Replaces Policy/Form Number:
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