



Medical/Health Supports Policy

Date Approved: December 2010

Review Date: December 2013

Purpose:

The purpose of this policy is to:

- demonstrate the Hamilton-Wentworth District School Board's commitment to ensuring the provision of plans, programs, and/or services that will enable students with health/medical needs to attend and participate in school;
- share the responsibility for providing such plans, programs, and/or services with families and community agencies/partners; and
- ensure that key principles of independence, dignity, integration and equality of opportunity are reflected and valued in our learning and working environment.

Guiding Principles:

1. All health support services must be administered in a manner that respects, to the degree possible in the circumstances, the student's right to privacy, dignity, and cultural sensitivity.
2. All procedures related to medical/health supports for individual students will include consultation processes with families and, where required, appropriate service providers.
3. Students with special medical/health needs will be maintained in the school in which they are registered whenever possible; however, when this is not possible, students will be supported in appropriate facilities within the system to address their individual needs.
4. Procedures related to medical/health needs of individual students will address physician or health professional prescribed plans of care and relevant legislation and policies.
5. Medical/health services may be requested in accordance with the Ministry of Education Policy/Program Memorandum 81: Provision of Health Support Services in School Settings.
6. The designation of roles and responsibilities for medical/health support services in school settings does not preclude, in emergency situations, the provision of assistance by school board personnel.
7. Staff who provide health supports to students shall have full coverage under the Board's liability policies.
8. Services and supports as described in the directives contained within this policy shall be rendered by authorized personnel only (i.e., Board staff who have received pertinent information and training). Students and volunteers are not considered authorized personnel.

Intended Outcome:

The Hamilton-Wentworth District School Board, in conjunction with the appropriate health care provider, will share the responsibility for providing school health support services to ensure that all school-aged children can attend and participate in school regardless of their special health support needs.

Responsibility: Superintendent with responsibility for Special Education

Definitions/Acronyms:

CCAC	: Community Care Access Centre
IEP	: Individual Education Plan
OT	: Occupational Therapist
PT	: Physiotherapist
PPM	: Ministry of Education’s Policy/Program Memorandum
EA	: Educational Assistant

Action Required:

- Ensure that a set of directives in the following areas, that outline specific medical/health procedures to be followed, are developed and regularly reviewed and updated:
 - Administration of Oral Prescription Medication;
 - Diabetes Management and Education;
 - Blood Borne Pathogens;
 - Anaphylaxis;
 - Pediculosis;
 - Use of Service Dogs in Schools;
 - Catheterization and Suctioning, Lifting, Positioning, and Physical Management;
 - Use of Automated External Defibrillators (AEDs).
- Ensure that additional directives as may be required to address other specific medical/health conditions are developed, and then regularly reviewed and updated.

Progress Indicator:

The Hamilton-Wentworth District School Board will work with Community Care Access Centre and other authorized service providers to facilitate supports such that students with medical/health needs are able to attend and participate in school.

References:

Legislation: Education Act
Ontario Human Rights Code
Accessibility for Ontarians with Disabilities Act
Freedom of Information Act
Occupational Health and Safety Act
Policy/Program Memorandum 81: Provision of Health Support Services in a School Setting
Memorandum dated August 14, 1989, Catheterization and Suctioning
Sabrina’s Law

Pillar Policies: Diversity and Equity
Safe Schools

Policy: Transportation
Occupational Health and Safety
Accessibility Standards for Customer Service (and related Policy Directives)

Plan: HWDSB Accessibility Plan



Medical / Health Support Policy

Policy Directive: Pediculosis Management

Date Approved:

Review Date:

BACKGROUND INFORMATION

Applicable Reference from the Policy

Hamilton-Wentworth District School Board is committed to ensuring the provision of plans, programs, and/or services that will enable students to attend and participate in school.

All health support services must be administered in a manner that respects, to the degree possible in the circumstances, the student's right to privacy, dignity, and cultural sensitivity.

Hamilton-Wentworth District School Board shares the responsibility for providing such plans, programs, and/or services with families and community agencies/partners.

General Information

Head lice are tiny bugs that live only on the scalp of human beings and are the size of a pinhead. They do not have wings so they cannot fly or jump, and they are not found on cats, dogs or any other household pets. The bites from head lice can cause itching and scratching. Scratching may cause sores which can get infected. Anyone can get head lice. School children get lice more than adults. When children play, their heads often touch. Lice crawl from head to head. Head lice are spread by direct head to head contact only. (*Facts of Lice, 2003*, Hamilton Public Health and Community Services Department)

Based on the current medical research, it is essential that head lice be treated with two applications of an approved pediculocide seven days apart. As long as the treatment has been administered properly, the presence of nits does not necessarily indicate an active infestation.

Additional information can be obtained from:

City of Hamilton Public Health Services

Phone: 905-546-CITY (905-546-2489)

Email: publichealth@hamilton.ca

1.0 RESPONSIBILITY

1.1 The Principal shall:

- 1.1.1 Ensure that all staff and parents/guardians are aware of the characteristics of pediculosis and the school procedures in this regard;
- 1.1.2 Ensure that the parents/guardians of students with an infestation are notified of the infestation and the recommended treatment; and
- 1.1.3 Ensure that all parents/guardians of students directly concerned in the school where an infestation has been confirmed are notified.

1.2 The teacher shall:

- 1.2.1** Be aware of the symptoms which might indicate an infestation among students;
- 1.2.2** Identify and report infestations to the principal;
- 1.2.3** Actively promote preventative practices to avoid further infestation.

1.3 The parent(s)/guardian(s) shall:

- 1.3.1** Be aware of the symptoms which might indicate an infestation;
- 1.3.2** Identify infestation of head lice and inform the school;
- 1.3.3** Ensure that proper and full treatment is taken;
- 1.3.4** Complete the *Verification of Treatment* form and return it upon the student(s)' return to school.

2.0 PROCEDURE

- 2.1** Parents/guardians of students identified with head lice will be notified by the school of that fact by letter (*Letter of Notification of Suspected head Lice*), and will be required to seek treatment for the child. The parents/guardians will be provided with a treatment information sheet (*Facts of Lice*).
- 2.2** Parents/guardians are required to complete the first application of an approved treatment prior to the student returning to school.
- 2.3** Parents/guardians are required to complete the *Verification of Treatment* form and return it to the school when the student returns following the first application of an approved treatment.
- 2.4** The process for returning and tracking the completed *Verification of Treatment* form is determined and documented in each school's pediculosis procedures.
- 2.5** If the Principal has concerns that an individual case of head lice infestation is an indication of a larger concern, the Principal may consult with the school's designated social worker.
- 2.6** All parents/guardians of students in a class in which a student or students are found to have head lice will be sent a letter informing them of that fact (*Letter of Attention*).
- 2.7** According to the school's pediculosis procedures, the Principal will designate resource person(s), who are available and trained to perform head lice checks in the school.
- 2.8** A school may designate a specific day or days for screening all students for head lice, using trained resource persons.

3.0 COMMUNICATION

- 3.1** In September, the school will communicate with parents the school's pediculosis procedure through the first newsletter of the school year and/or through the student handbook, or other means that the school deems appropriate. This information will include:
 - 3.1.1** The current version of the Hamilton Public Health document, *Facts of Lice* and a copy of the *Bug Busters Bookmark* (available at www.hamilton.ca);
 - 3.1.2** A reminder to parents/guardians to take responsibility to check their child's hair frequently and on an ongoing basis;
 - 3.1.3** A request that parents/guardians co-operate by administering an approved treatments recommended by a pharmacist or medical practitioner when needed;

- 3.1.4 A reminder to parents/guardians to inform the school if their child has head lice; and
 - 3.1.5 A review of the need for trained individuals to assist in screening students for head lice. (Training is available through Public Health Services.)
- 3.2 Information for parents/guardians translated into additional languages is available from Hamilton Public Health at www.hamilton.ca.

4.0 ATTACHMENTS

- 4.1 *Letter of Notification of Suspected Head Lice/ Verification of Treatment Form*
- 4.2 *Letter of Attention*
- 4.3 *Facts of Lice Information Sheet*
- 4.4 *Bug Buster Bookmark*
- 4.5 *What to Do When Nothing Works Information Sheet*

SCHOOL LETTERHEAD

Letter of Notification of Suspected Head Lice

Date:

Dear Parent/Guardian:

Head lice (pediculosis) have been found in your child's hair. Head lice do not cause a health problem but do need to be treated. **An approved treatment (such as Nix, R&C Shampoo, or Resultz) must be used before your child returns to school.** Consult with Bug Busters, your pharmacist or other medical practitioner about the best product to use. Your child's right to privacy, dignity, and cultural sensitivity will be respected to the degree possible in the circumstances.

To assist you, please find attached the following Public Health Services information:

- ✓ *Facts of Lice* Information Sheet
- ✓ *Bug Buster Bookmark*
- ✓ *What to Do When Nothing Works* Information Sheet

information can be obtained from:

City of Hamilton Public Health Services
Phone: 905-546-CITY (905-546-2489)
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The completed *Verification of Treatment* form (below) must be returned to the school on the day that your child returns to school.

Sincerely,

School Administrator

Verification of Treatment

I have read the information provided. Yes No

I have used an approved lice treatment. Yes No

Name of product used: _____

I have checked all family members, including adults, and treated if necessary. Yes No

I will be doing a daily head check for the next 10 days. Yes No

I have planned a repeat treatment after 7-10 days, to kill any newly hatched lice. Yes No

I will be advising close contacts (ex. sports teams, playmates, sleepover friends) that my child has head lice. Yes No

Signature of Parent/Guardian: _____ Date: _____

SCHOOL LETTERHEAD

Letter of Attention

Date:

Dear Parent/Guardian:

A case of head lice (pediculosis) has been found in your child's class.

Please check your child's hair for lice and eggs.

School children get head lice more often than adults. When children play, their heads often touch, allowing lice to crawl from head to head. Head lice are spread by this direct head to head contact only.

If you do find that your child has head lice, please inform the school.

Additional information can be obtained from:

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Phone: 905-546-CITY (905-546-2489)
Email: publichealth@hamilton.ca

Sincerely,

School Administrator