CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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Plan of Care Requirements & Checklist

A student's Plan of Care is a form that contains individualized information on the student and their prevalent medical condition. According to PPM161, a Plan of Care form must include the following:

☐ Preventative strategies to be undertaken by the school to reduce the risk of medical incidents and exposure to inducers or causative agents in classrooms and common areas.

☐ Identification of school staff who will have access to the Plan of Care.

☐ Identification of routine or daily management activities that will be performed by the student, parent(s)/guardian(s), or staff volunteers, as outlined in the Board policy or by an individual authorized by the parent(s)/guardian(s).

☐ A copy of notes and instructions from the student's health care professional, where applicable.

☐ Information on daily or routine management accommodation needs of the student (e.g., space, access to food) (where possible, a student should not be excluded from the classroom during daily or routine management activities, unless the student or the parent(s)/guardian(s) indicate they prefer exclusion).

☐ Information on how to support or accommodate the student to enable participation to their full potential in all school and school board activities (e.g., field trips, overnight excursions, board-sponsored sporting events, etc.).

☐ Identification of symptoms (emergency or other) and response should a medical incident occur.

☐ Emergency contact information for the student.

☐ Clear information on the Board's emergency policy and procedures.

☐ Details related to storage and disposal of the students' prescribed medication(s) and medical supplies, such as:

- Parental permission for the student to carry medication and/or medical supplies.
- Location of spare medication and supplies stored in the school, where applicable
- Information on the safe disposal of medication and medical supplies.

☐ Requirements for communication between the parent(s)/guardian(s) and the Principal (or Principal's designate) and/or school staff, as appropriate, including format and frequency.

☐ Parental consent (at the distraction of the parent(s)/guardian(s)) to share information on signs and symptoms with other students.

The Plan of Care for a student with a prevalent medical condition is to be co-created, reviewed and updated by the parent(s)/guardian(s) in consultation with the Principal or designate, designated staff (as appropriate), and the student (as appropriate), during the first thirty days of every school year and, as appropriate, during the school year (e.g., when a student has been diagnosed with a prevalent medical condition).