

Administrative Procedure 336

Students

STUDENT HEALTH AND SAFETY

BACKGROUND

The superintendent requires that all reasonable steps should be taken to prevent accidents and to ensure that the school's building(s), grounds and equipment meet acceptable health and safety standards.

The superintendent directs school administration to collect information on individual students in the interest of student health and safety.

The superintendent supports the provision of preventative medical and/or dental resources through arrangements with Calgary Regional Health Authority.

In the event of a student injury, accident and/or illness judged to be serious and without prejudice to its position and with regard to liability for the accident, the superintendent authorizes the provision of suitable transportation home, to a medical doctor or to hospital as deemed necessary by the principal.

PROCEDURES

1. General

- 1.1 School staff are expected to be vigilant and thorough in their attention to equipment, buildings and grounds, so that unsafe equipment is not used and unsafe conditions are reported to the school office.
- 1.2 The principal is expected to give priority to the correction of unsafe conditions.
- 1.3 If an accident occurs, the injured person shall be treated in accordance with the proper principles of first aid.
- 1.4 In this policy and these guidelines, "illness" shall include but not be limited to severe allergic reactions and communicable diseases.

2. Student Data

- 2.1 On an annual basis, school administration shall request and the parents of all students shall provide the following data:
 - 2.1.1 name, address and telephone number(s) of parent(s);
 - 2.1.2 name, address and telephone number of family physician;
 - 2.1.3 name, address and telephone number of an emergency contact person in the event the parent(s) cannot be reached;
 - 2.1.4 existing, if any, documented medical conditions of the student which are or may be relevant in the educational setting;
 - 2.1.5 afflictions, if any, which may require emergency medical services; and
 - 2.1.6 information regarding the medical condition or affliction or the treatment thereof as may be relevant in the educational setting.
- 2.2 Parents shall review and update this information on an annual basis.
- 2.3 It is the parent's responsibility to advise school administration of any changes in this information during the school year including any minor or short-term injury or illness of the student that may be relevant in the educational setting.

- 2.4 In accordance with public health guidelines, parents are required to advise school administration if a student contracts or is exposed to a communicable disease.
- 2.5 This data may be distributed to appropriate school staff in accordance with administrative procedures.
- 3. Illness/Injury During School Day
 - 3.1 Should a student become ill or injured during the school day, school office staff shall:
 - 3.1.1 attempt to establish contact with the parent to advise the parent of the situation and determine an appropriate course of action; and
 - 3.1.2 if the parent cannot be reached or cannot come in to the school, the student should ordinarily be kept at the school until closing time.
 - 3.2 If the principal determines that the health needs of the student are best served by immediate transport to an emergency medical facility:
 - 3.2.1 the principal shall arrange such transport by ambulance, taxi or private automobile as deemed necessary and appropriate;
 - 3.2.2 the cost of such emergency transport shall be paid Westmount for those persons who do not carry insurance that covers such cost;
 - 3.2.3 the principal shall assign at least one staff member to accompany the student;
 - 3.2.4 school office staff shall persist in attempts to contact the parent; and
 - 3.2.5 the staff member accompanying the student shall advise medical staff that he/she is not the parent of the student and is unable to offer consent for medical treatment.
- 4. Extra and Co-Curricular Activities
 - 4.1 Employees charged with conducting, supervising and transporting students in conjunction with any school or school sponsored event shall:
 - 4.1.1 be delegated with the responsibilities of the principal for the purposes of procedure 3 above; and
 - 4.1.2 be apprised by school office staff of any special medical needs of participating students, if not already known to the employee.
- 5. Reporting
 - 5.1 School staff, students and/or parents are responsible for reporting accidents, injuries and/or major illnesses occurring to students on school premises or at school sponsored activities to school administration who shall ensure that a record is made of all details of incidents, including actions taken. All serious incidents are to be immediately reported to the superintendent.
 - 5.2 The superintendent, upon notification, shall initiate such necessary actions as may:
 - 5.2.1 enable the charter board to be fully apprised;
 - 5.2.2 assure compliance with charter board policy and administrative procedures;
 - 5.2.3 serve to lessen the possibility of similar accidents recurring in the future;
 - 5.2.4 assess the potential for liability accruing to the charter board; and
 - 5.2.5 advise the charter board's legal counsel and/or insurers of the circumstances.

6. Critical Incidents Plan

6.1 The principal is responsible for preparing a Critical Response Incidents Plan. The plan will provide support for students and staff and a liaison with family, community services and church in a time of crisis.

6.2 The superintendent must approve the Critical Response Incidents Plan.

7. First Aid Training

7.1 Basic first aid training, including the recognition of anaphylactic reactions, should be provided for all school staff.

7.2 The school shall have between 10 and 30% of its staff, excluding casual support staff, trained in CPR and advanced first aid. Within this proportion, a member of the office staff, one administrator and physical education teachers must be trained. These staff must be re-certified as required to keep them current in CPR and first aid procedures.

7.3 The charter board shall provide for the cost of training or re-certification out of the school professional development fund.

8. First Aid Kits and Safety Equipment

8.1 Basic first aid kits shall be supplied and located in the infirmary or school office and in the gymnasium.

8.2 The principal shall ensure the first aid kits are maintained.

8.3 The school shall assess its needs and equip its science lab, if any, according to guidelines recommended by Alberta Education. Science teachers of grades 9 – 12 classes must be WHMIS trained and certified.

9. Preventative Health Programs

9.1 The school shall provide or facilitate the provision of preventative medical and/or dental programs in conjunction with Alberta Health Services/Calgary Zone/Health Authority. This includes screening for vision or auditory problems, immunization programs, and age appropriate general public health education.

Legal Reference: *Emergency Medical Aid Act*
Public Health Act

Cross Reference: AP-170 Freedom of Information and Protection of Privacy
AP-540 Occupational Health and Safety
AP-316 Administration of Medication or Medical Treatment
AP-319 Severe Allergies

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