

Administrative Procedure 315

ILLNESS/INJURY AT SCHOOL

Background

Staff is expected to act as a reasonable parent would if a student becomes ill or injured at school or during a school-sponsored activity.

Procedures

1. Administrators, staff and volunteers will take all reasonable precautions to prevent accidents from occurring to students under their care and supervision.
2. Potential hazards to students will be reported to the Principal as soon as possible.
3. The Principal will ensure that the school is equipped with first aid supplies and equipment that are accessible to staff at all times.
4. Staff who handle any body fluids will ensure that they take precautions to protect themselves and others from the spread of infection – refer to Administrative Procedure 161 - Appendix A – Universal Precautions.
5. The Principal will ensure that school staff is made aware of basic first aid procedures and the names of persons on staff with first aid training.
6. Accident insurance will be made available to students and their parents.
7. At the commencement of the school year, Principals will ensure that parents have made school staff and bus drivers aware of any specific medical problems their children have and any reasonable precautions and remedies that an adult would be expected to administer. All specific medical problems must be entered as an alert into PowerSchool.
8. When a student is ill or injured, staff will ensure that he/she is comfortable and safe before leaving the student to summon additional help. If possible, the staff member is to stay with the student and have another person summon assistance.
9. Staff is expected to take any action to provide medical assistance as would be expected of any reasonable adult.
10. Staff will summon emergency personnel and will accompany students to a medical facility.
11. In non-emergency situations, staff may transport students in a private vehicle to a medical facility.

12. Under no circumstances will employees of the Division give legal consent to medical treatment of students in their charge. In the event medical treatment is refused by a medical practitioner because of lack of valid consent, the employee will:
 - 12.1 Defer to the opinion of the medical practitioner;
 - 12.2 Advise the Principal or designate of the problem and the recommendation of the medical practitioner; and
 - 12.3 Continue to attempt to contact the parents.
13. If consideration is given to sending an ill or injured student home, the Principal or designate will:
 - 13.1 Contact the parents or emergency contact and ensure that the student is escorted home or to a designated location; or
 - 13.2 Keep the student at school if unable to contact the parents or emergency contact.
14. Within twenty-four (24) hours after the occurrence of an accident during school hours or at a school-sponsored activity, the Principal will complete a Student Accident Report Form:
 - 14.1 The original report will be retained on file at the school
 - 14.2 A scanned copy of the report will be emailed to the Administrative Assistant to the Associate Superintendent, Business and Finance:
 - 14.2.1 Within forty-eight (48) hours of the accident date
 - 14.2.2 Using the naming convention,
'School Initial-Name-of-Student-Accident Date-At-School/Excursion'
e.g. *'CCS-John-Doe-2019-10-15-At-School'*
'CPS-Jane Doe-2019-12-13-Excursion'
 - 14.3 If the incident occurs during a student excursion, the Administrative Assistant to the Associate Superintendent, Business and Finance will email a copy of the Student Accident Report on to the Administrative Assistant to the Associate Superintendent, Learning Services.
 - 14.3.1 The Administrative Assistant to the Associate Superintendent, Learning Services will combine the Student Accident Report, the Student Excursion - Approval in Principle/Final Approval Form and the Parent Permission form into one pdf file using the naming convention that the Accident Report came with.
 - 14.3.2 The Associate Superintendent, Learning Services will review the combined Student Accident Report.
 - 14.3.3 The Administrative Assistant to the Associate Superintendent, Learning Services will email the reviewed combined Student Accident Report to the Administrative Assistant to the Associate Superintendent, Business and Finance to file into the Accident Report library under the Business and Finance SharePoint site.

- 14.4 The Associate Superintendent, Business and Finance will make a determination as to the circumstances surrounding the injury and if necessary, pass the accident report on to the OH & S officer for further investigation.

Reference: Section 11, 33, 52, 53, 196, 197, 222 Education Act
Administrative Procedure 161 Appendix A – Universal Precautions
Emergency Medical Aid Act

Form: 260-1 Student Excursion - Approval in Principle/Final Approval
315-1 Student Accident Report