

STUDENT HEALTH EMERGENCY PROCEDURES

Background:

Staff are expected to act “in loco parentis”, as would a reasonable parent, if a student becomes ill or is injured at school or during/on a school-sponsored activity.

Definitions:

Emergency Response Protocol:

a written plan that outlines the actions required to address the specific needs of a student's particular health concerns.

School-related Activities:

include events in school, during school-sponsored programs, and while students are traveling to and from school by means provided by the school.

Universal Precautions:

a standard set of procedures designed to prevent transmission of blood-borne diseases such as hepatitis B virus, including use of personal protective equipment. Universal precautions assume all blood and body fluids are considered potentially infectious.

Procedures:

1. Administrators, staff, and volunteers shall take all reasonable precautions to prevent accidents from occurring to students under their care and supervision.
2. Potential hazards to students shall be reported to the Principal verbally or using the [Hazard Notification Form](#) (Form 160-3) as soon as possible.
3. Principals/Directors shall ensure that school staffs/departments are made aware of basic first aid procedures and the names of persons on staff with first aid training.
4. Principals/Directors shall ensure that the school is equipped with first aid supplies and equipment that are accessible to staff at all times, and staff shall carry basic first aid supplies on school-sponsored activities.
5. At the commencement of the school year, the Principal shall request that parents/guardians make school staff and bus drivers aware of any specific medical problems of their children and any reasonable precautions and remedies that an adult would be expected to administer.
6. Illness/Injury During the Day
 - 6.1. Ill or injured students shall not be left without supervision.
 - 6.2. Staff are expected to take any action necessary to provide medical assistance as would be expected of any reasonable adult/parent.
 - 6.3. If consideration is given to sending an ill or injured student home, the Principal or designate shall:

- 6.3.1. contact the parents/guardians or emergency contact and ensure that the student is escorted home or to a designated location specified by the parent/guardian; or
- 6.3.2. keep the student at school if unable to contact the parents/guardians or emergency contact.

7. Emergency Procedures

- 7.1. Where, in the judgment of an employee or agent of the Division, it is necessary for a student to obtain the services of a medical practitioner/medical facility, the employee or agent of the Division shall attempt to contact the parent/guardian immediately, if time permits, or as soon as possible after medical assistance has been obtained.
- 7.2. If the parent/guardian cannot be immediately contacted, the employee or agent of the Division shall:
 - 7.2.1. arrange for the transportation of the student to a medical facility;
 - 7.2.2. attend or arrange for another employee's attendance with the student at the medical facility;
 - 7.2.3. remain with the student until:
 - 7.2.3.1. relieved by the parent/guardian;
 - 7.2.3.2. relieved by another employee;
 - 7.2.3.3. the student is discharged by the practitioner or medical facility; or
 - 7.2.3.4. advised by a medical practitioner that there is no further need to remain as the treatment and safety of the child have been undertaken by the medical facility or institution.
 - 7.2.4. upon arrival at the medical facility, advise those in authority that they are not the legal guardian of the student;
 - 7.2.5. refrain from providing any consent for medical treatment of the student, as the matter of consent for medical treatment is to be resolved among the medical practitioner, the parent/guardian and the child; and
 - 7.2.6. advise the parent/guardian as soon as is reasonably possible.
- 7.3. When medical care is arranged for by supervising staff other than the Principal, the Principal shall be informed as soon as possible of the action taken. A [Student Incident/Injury Report](#) (Form 160-4) shall be completed.
- 7.4. If a student has suffered a serious injury and moving the student might lead to more adverse consequences, an ambulance shall be summoned immediately.
- 7.5. An ambulance shall also be summoned if a student is suffering from a possibly life-threatening condition (e.g., anaphylactic shock or seizure, asthma, brain seizure, serious allergy, serious respiratory problems, etc.)
- 7.6. Blows to the head or abdominal area may not result in readily observable injury; however, such blows should always be treated as potentially serious. The [concussion protocol](#) must be administered following any blow to the head.
- 7.7. Students who have received such blows shall be kept under continuous careful observation until medical attention is obtained for the student.
- 7.8. The parent/guardian shall be advised of the situation and of action taken.

- 7.9. Staff shall follow universal precautions when handling blood and body fluids to prevent exposure to blood borne-diseases. Principals/Directors shall provide the necessary training, equipment, and supplies to implement universal precautions (refer to [Appendix 161-A, Prevention of Blood Borne Diseases](#)).
 - 7.10. Principals/Directors shall ensure the minimum number of trained first aiders are available on site (refer to [Appendix 160-H, First Aid Training and Supplies](#)).
 - 7.11. Emergency treatment of specific conditions such as diabetes shall be handled in accordance with directions provided by the parent/guardian or physician or in accordance with the emergency provisions as specified in [Administrative Procedure 316, Medication/Personal Care](#) and contact with the parent/guardian is to be made as soon as possible.
 - 7.12. The Principal shall require every employee or agent of the Division involved in obtaining medical services for the student to describe, in detail, the circumstances of any incident requiring the provision of medical services, paying careful attention to time(s) and observation of the student through the [Student Incident/Injury Report](#) (Form 160-4).
 - 7.13. Within 24 hours after the occurrence of an accident or injury during school hours or at a school-sponsored activity, the Principal shall ensure completion of the [Student Incident/Injury Report](#) (Form 160-4).
 - 7.14. For serious incidents including those that involve medical attention or the potential for serious harm, the Principal shall ensure completion of an [Incident Investigation Report](#) (Form 160-9) and submit it with the [Student Incident/Injury Report](#) (Form 160-4).
 - 7.15. If the injury or illness occurred in a "work-place type setting" (e.g., career and technology studies (CTS) or as a result of activities related to work experience programs or the Registered Apprenticeship Program [RAP]), the injury must be documented and investigated as per the *Occupational Health and Safety Act*, Regulation and Code. Injuries or illnesses of this nature shall be reported to the Occupational Health and Safety (OHS) Specialist, who shall advise on any additional reporting requirements.
8. The Division shall maintain liability insurance that provides coverage for employees, agents, or volunteers who are acting within the scope of their duties.

Reference:

Emergency Medical Aid Act

Health Information Act

Public Health Act

Occupational Health and Safety Act

Sections 33, 52, 53, 196, 197, 222 *Education Act*

Occupational Health and Safety Guideline – Blood Borne Diseases

AP 160 Health and Safety Roles and Responsibilities

AP 161 Communicable Diseases

AP 316 Medication/Personal Care