

ILLNESS/INJURY AT SCHOOL

Background

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

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 as soon as possible.
3. The Principal shall 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 shall ensure that they take precautions to protect themselves and others from the spread of infection – refer to Administrative Procedure 162 Appendix A – Universal Precautions.
5. The Principal shall ensure that school staff are made aware of basic first aid procedures and the names of persons on staff with first aid training.
6. Accident insurance shall be made available to students and their parents.
7. At the commencement of the school year, principals shall ensure that parents have made 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.
8. When a student is ill or injured, staff shall ensure that they are comfortable and safe before leaving them to summon additional help. If possible, the staff member is to stay with the student and have another person summon assistance.
9. Staff are expected to take any action to provide medical assistance as would be expected of any reasonable adult.
10. Staff may summon emergency personnel and shall accompany students to a medical facility.

11. 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 shall:
 - 11.1 Defer to the opinion of the medical practitioner;
 - 11.2 Advise the Principal or designate of the problem and the recommendation of the medical practitioner; and
 - 11.3 Continue to attempt to contact the parents.
12. If consideration is given to sending an ill or injured student home, the Principal or designate shall:
 - 12.1 Contact the parents and ensure that the student is escorted home or to a designated location; or
 - 12.2 Keep the student at school if unable to contact the parents.
13. Within twenty-four (24) hours after the occurrence of an accident, the Principal shall complete an Accident Report - Form 315-1
14. Copies of the Accident Report – Form 315-1, shall be dispersed as follows:
 - a copy shall be entered into the student’s electronic file
 - a copy shall be retained at the school
 - a copy shall be sent to Mike Desautels, Facilities Supervisor, CLS
 - a copy shall be sent to Brett Cox, Assistant Superintendent, Human Resources
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Accident Report – Form 315-1

Reference: Section 18, 20, 45, 60, 61, 113 School Act
Emergency Medical Aid Act