

STUDENT HEALTH AND SAFETY

Background

The Division's buildings, vehicles and equipment must, in the interest of safety, meet acceptable standards for the health and safety of students. The provision of preventive medical services is supported through arrangements with the Alberta Health Services.

The Superintendent or designate is responsible for the administration of this administrative procedure.

Procedures

1. Illness/Injury During the School Day

- 1.1 Should a student become ill or be injured during the school day, the Principal or designate shall:
 - 1.1.1 Assess to determine the severity of the illness/injury and take immediate action if deemed necessary as outlined in the Emergency Call Criteria (Appendix).
 - 1.1.2 Attempt to establish contact with the parent/legal guardian; advise the parent/legal guardian of the situation and discuss the course of action.
- 1.2 Should the Principal or designate determine that the health needs of a student are best served by immediate ambulance transport to a medical facility (refer to the Appendix), the Principal or designate, shall:
 - 1.2.1 Call Emergency Medical Services (911).
 - 1.2.1.1 The cost of ambulance services will be covered through personal health coverage if applicable and/or the Division's blanket student accident insurance.
 - 1.2.2 Assign at least one (1) employee with First Aid Certification to be with the sick or injured student AT ALL TIMES until Emergency Medical Services arrive. In addition, at least one (1) employee will accompany the student in the ambulance if a parent or guardian is not available.
 - 1.2.3 Persist in trying to make personal contact with the parent/guardian until contact is made.
 - 1.2.4 Under no circumstances is any staff member to transport an ill or injured student in a private vehicle.

2. Reporting

- 2.1 When a student injury occurs, the staff member(s) who assisted the student shall promptly record internally on the Division's reporting system all details of incidents

involving injured students, actions taken, and any relevant subsequent developments using the Student Accident Management module accessible [here](#).

- 2.2 When the on-line report is completed, the principal and vice-principal automatically receive a copy of the report. One of them must review and authorize it in a timely manner.
- 2.3 Student injuries to be recorded will include those where first aid has been provided by school staff, parents have been notified regarding an injury, and/or outside medical assistance has been provided (eg paramedics, ski patrols, etc)
- 2.4 The Superintendent shall be notified of details of serious cases immediately.
- 2.5 Upon notification, the Superintendent, shall assess the situation and will initiate appropriate actions as warranted.

3. First Aid/CPR Training

- 3.1 First Aid/CPR Certification is to be provided as an opportunity for all staff.
- 3.2 Every school should have at least one (1) staff member with Standard First Aid and one (1) with Emergency First Aid on site at all times students are present.
- 3.3 Playground supervision should include at least one (1) adult with current First Aid certification.
- 3.4 Staff members will be provided refresher training periodically to keep them current in First Aid/CPR procedures.
- 3.5 In addition, and on a yearly basis one (1) member from each of the office staff, physical education department and CTS program area will have at a minimum a level of First Aid/CPR Certification.
- 3.6 Registration costs for First Aid/CPR Certification will be the responsibility of each school.

4. First Aid Kits

- 4.1 First aid kits shall be provided to each school and will be located in the office area, in each CTS program area where higher risk is inherent and in each physical education department.
- 4.2 A copy of the Emergency Call Criteria (Appendix) will be posted beside each First Aid kit for user reference.
- 4.3 It will be the School's responsibility to maintain the First Aid kit once it is installed in the school to at least the level of original installation.

5. Science Lab - Safety Equipment

5.1 Principals are responsible to assess school needs and equip his/her school according to the list of safety equipment recommended by Alberta Education.

6. Student Safety Patrols

6.1 Student Safety Patrols will be established wherever necessary and will be the responsibility of mature students at participating schools under the direction of the Principal.

Reference: Relevant Legislation & Guidelines

EMERGENCY CALL CRITERIA

The following criteria provide guidance to staff in determining the need for EMS. It is not an exhaustive list and it is assumed that EMS will be called at the discretion of staff. If there is any question as to whether or not a child needs to be transported to a hospital, EMS has the ability to assess that person and identify appropriate actions.

Call EMS first when the person:

- Is unconscious, semi-conscious or unusually confused
- Has a blocked airway
- Is not breathing
- Is having difficulty breathing, shortness of breath or is choking
- Has had an Epi-pen administered
- Has no pulse
- Has bleeding that won't stop
- Is coughing up or vomiting blood
- Has been poisoned / suspected poisoning
- Has had a seizure
- Has injuries to head, neck or back
- Has sudden, severe pain anywhere in the body
- Has a condition where a limb is deformed (such as may be found in a fractured arm or leg)