



ACCIDENTS AND ILLNESS INVOLVING SCHOOL STUDENTS ON SCHOOL PROPERTY

Background

The District will attempt to provide, on each school staff, a person qualified to administer basic first-aid. The Principal is responsible for maintaining a collection of basic first aid supplies and a space designated for the short-term treatment of students.

Procedures

1. Each Principal will develop emergency procedures for responding to student accidents or illnesses. Such procedures will include the following District-wide procedures. School emergency procedures shall be posted in the school and reviewed annually with staff.
2. With advice from parents, the family doctor, and the public health nurse, the Principal will maintain a list of contact persons to be called in the case of an accident or illness of a student.
3. The District will cover the cost of transportation, in case of an emergency, to allow a student to be transported home or to a medical facility.
4. All accidents of significance at school, on the school grounds, or during school-sponsored activities off the school premises must be reported to the Superintendent by the Principal within 24 hours.
5. Staff who first become aware that a student is ill, or has suffered an injury, shall respond to the situation, or summons another staff member who is better able to respond.
6. In an emergency:
 - 6.1. If possible, check medical alert list. Ensure that emergency treatment is administered if available. If no advice is readily available from a doctor or nurse, have the student taken immediately by ambulance or taxi to the emergency department at the hospital. Make every reasonable effort to inform the parents and Principal as soon as possible following such action.
 - 6.1.1. Any case of unconsciousness, even if brief, is to be treated as an emergency. This includes for example, fainting, fits, seizures, and unconsciousness because of head injuries.
7. Non-Emergency Accidents or Illness
 - 7.1. Endeavor to ascertain the nature, degree, and causes of illness or injury.
 - 7.2. Consult the student's medical record if possible.
 - 7.3. Notify the Principal.
 - 7.4. The Principal or the staff member dealing with the situation, as applicable shall:
 - 7.4.1. Notify the parents as soon as possible and if necessary, ask that the child be picked up.

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- 7.4.2.If the parent cannot be contacted, contact a designated adult.
 - 7.4.3.If necessary, arrange for a responsible person to remain with the student until they have been picked up by their parent or someone designated by their parent.
 - 7.4.4.If deemed necessary by the Principal, students may be transported home at District expense.
 - 7.5. The teacher who first becomes aware that a student is ill, or has suffered an injury, shall deal with the situation, or summon another teacher who is better able to apply first-aid, as follows:
 - 7.5.1.Ascertain the nature, degree, and causes of illness or injury.
 - 7.5.2.Consult the student's records.
 - 7.5.3.Carry out available emergency treatment
 - 7.5.4.Notify the Principal.
 - 7.6. The Principal or the teacher dealing with the case, if applicable, shall then:
 - 7.6.1.Notify the parents as soon as possible and ask that the child be picked up.
 - 7.6.2.If the parent cannot be contacted, call a neighbor, or designated friend, or the family doctor for assistance.
 - 7.6.3.If the illness or injury appears serious, arrange for a responsible person to remain with the student until they have been picked up by their parent or someone designated by their parent. If no parent is available to provide transportation the person in charge may call a taxi or ambulance.
 - 7.6.4.In emergency, if no advice is readily available from a doctor or nurse, the student shall be taken immediately by ambulance or taxi to the emergency ward at the hospital. Every reasonable effort shall be made to inform the parents as soon as possible following such action.
 - 7.6.5.Any case of unconsciousness, even if brief, is to be treated as an emergency. This applies to fainting, fits, seizures, and head injuries.
 - 7.6.6.In the case of an accident the teacher first aware of a student's injury shall write down as soon as possible, the time, circumstances, and the nature of the injury, names of witnesses, treatment given, time doctor was called, time parents were advised, parent's instruction, and any other pertinent information.
 - 7.6.7.All accidents or injuries to students, at school and on the school grounds, must be reported on the approved form to the Superintendent by the Principal within 24 hours.
 8. Accidents to students going to and from school, or to students while participating in school-sponsored activities off the school premises must be similarly reported when principals are advised of such accidents.
 9. If it becomes necessary, for any reason, to send a student home or to a facility other than the home during the school day, or during a school sponsored event, the following procedures must be followed:

Administrative Procedure 315



- 9.1. The parent must be contacted to inform them of the intention to send the student home from school and the reason for this action, and to ensure the appropriateness of the intended action.
- 9.2. A student is to be released from the school or activity only after it has been established that a parent or other responsible adult is able to receive the student, or if such is not the case, the Principal must have established that the student is of an appropriate age and maturity to go home to an unsupervised facility, or permission has been received from the parent.
- 9.3. Special care must be exercised by the Principal to ensure proper adult supervision on the way to the receiving facility.

Reference: Sections 2, 3, 4, 7, 8.2, 20, 22, 23, 65, 74.1, 75, 75.1, 85 School Act
Child, Family and Community Service Act
Family Relations Act
Infants Act
Visiting Forces Act
Ministerial Order 149/89

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