

ADMINISTRATION PROCEDURE NO. 319

STUDENT ILLNESS OR INJURY AT SCHOOL

Background

The safety and well-being of students is of primary importance. This Administrative Procedure provides guidelines for response if a student is injured or becomes ill while in the care and custody of the school.

Procedures

1. Educate staff in medical emergency response procedures for dealing with student illness or injury (Reference: Hour Zero - Serious Illness or Injury and First Aid Program - Medical Assessment Procedures).
2. In determining a course of action where student safety or wellbeing is concerned, the rule of thumb should always be to “err on the side of caution”. The parent/guardian or emergency contact person is to be notified immediately in order that he/she may participate in any decision respecting a course of action or treatment for the student.
3. It is the responsibility of every employee who works with students to safeguard the wellbeing of students, and when an injury or illness occurs, to take appropriate action. Each school shall post a record of Trained First Aiders (Reference First Aid Program forms) in key locations e.g., front office, in immediate proximity to the first aid supplies, first aid room, CTS labs. The record must include the names and qualifications of all first aid personnel who can be called upon where circumstances warrant, to render first aid assistance. Signs shall also be posted identifying location of first aid supplies and equipment.
4. If a student becomes ill at school, follow these guidelines:
 - 4.1 First response: Assess the illness or medical condition and provide treatment if qualified to do so.
 - 4.2 Contact the parent/guardian
 - 4.3 Place the student in a suitable area (a medical room, if available) that is regularly supervised by the principal or designate.

4.4 If the student is unable to resume normal activity within a reasonable time, contact the parent/guardian (or doctor, if a parent/guardian cannot be reached).

4.4.1 The principal or designate will keep a record of actions taken.

4.5 If it is decided that the student should not remain in school, follow these guidelines:

4.5.1 Immediately contact the parent or guardian, or the designated emergency contact person.

4.5.2 If a parent or guardian or the designated emergency contact person cannot be reached, consider calling emergency for 'transport' instructions. The emergency first aid designate should determine if the student should:

- remain at school until the parent is reached
- be transported to the hospital by private vehicle
- be transported to the hospital by ambulance

4.5.3 If an emergency situation develops, immediately summon an ambulance and inform the parent or guardian or the designated emergency contact person.

4.6 Internal medication should not be given to any student.

4.7 The student's Medical Planning or Medical Alert Form, which must be kept up-to-date and retained in the school office, should be consulted. The form contains information relating to any pre-existing medical condition, such as allergies, diabetic condition, epilepsy, heart condition, etc.

4.8 An ill student or any student should not be sent home unaccompanied or without knowledge of reasonable supervision.

5. When a student is injured at school or while under school supervision, the following guidelines will apply:

5.1 First response: Assess the injury or medical condition and provide treatment if qualified to do so.

5.2 Every student injury shall be referred for assessment to one of the first aid-certified individuals whose name appears on the posted list.

- 5.3 The parent/guardian shall immediately be contacted in order that he/she may participate in any decision respecting a course of action or treatment for the student.
- 5.4 The principal or designate, together with the parent/guardian (if available) should then make a decision based on an assessment of the seriousness of the injury either to:
- call an ambulance
 - call a doctor
 - take the student to a hospital
 - place a student in a suitable area that is regularly supervised by the principal or designate
 - return the student to normal activity or a safe emotional zone
- 5.5 If the injury is serious, the principal or designate should immediately inform the Superintendent of Schools or designate.
- 5.6 An injured student should not be sent home unaccompanied or without knowledge of reasonable supervision.

Emotional Trauma Incident

6. When a traumatic event occurs, the principal or designate will maintain the leadership role at the school site, and he or she shall:
- 6.1 Contact and consult with the Superintendent of Schools or designate.
- 6.2 A Trauma Event Team will be assembled with, but not inclusive or exclusive to the following members:
- Superintendent of Schools
 - Associate Superintendent of Inclusive Learning
 - Division Principal of Inclusive Learning
 - The Division Principal of Inclusive Learning will be the Trauma Event Team Lead
 - Division Mental Health Consultant
 - Appropriate Model for Student Support team members
 - School Administration
 - School Counsellor(s)
 - Family School Enhancement Counsellor(s)
 - Community mental health experts

- 6.3 Once the school principal has initiated contact with the Superintendent of School or designate, he or she will consult with the Traumatic Events Lead for the remainder of the process.
- 6.4. Responsibilities of Traumatic Events Lead will be:
 - 6.4.1 In team, assess the impact of the trauma;
 - 6.4.2 Deploy appropriate internal and external resources to the site
 - 6.4.3 Consult and collaborate with senior administration, managers, school administrators and others as deemed appropriate;
 - 6.4.4 Debrief traumatic response.
- 6.5 Responsibilities of the Trauma Event Team under the direction of the Division Principal of Inclusive Learning in a timely manner:
 - 6.5.1 Assist the administration to develop a traumatic response plan;
 - 6.5.2 Provide in-class support for students and staff;
 - 6.5.3 Offer age appropriate lesson plans regarding trauma, loss and/or grief;
 - 6.5.4 Depending on the situation, parents in the school community need to be notified.
 - 6.5.5 Provide administrative and school staff support to assist in managing the trauma, which may include any duties related to the regular operation of the school;
 - 6.5.6 Provide strategies for students with special needs during times of loss and tragedy;
 - 6.5.7 Provide information and resources in consideration of diverse cultural populations during trauma, loss and/or grief;
 - 6.5.8 Connect schools and families to appropriate community agencies for immediate or long term support.
 - 6.5.9 Provide information sheet for parents to give parents with school and community resources that are available i.e. Kids Help Phone APP, Kids Helpline, Mental Health 245 Hour Access, School/Board/Support Workers/Counsellors Information, Bully Hotline, etc.
- 6.6 In coordination with parents, establish a return to school plan for the student
- 6.7 Ensure that support is given to the family with regards to possible insurance assistance if they choose to access the school division policy

Emotional Trauma

7. When a child incurs an illness or injury at school, to address the potential social-emotional impact, the school counsellor will assess the situation and the student needs. If deemed necessary the Counsellor will consult with the district Mental Health Consultant, as a member of the Model of Student Support (MS2) team. School personnel will assist the parent in accessing outside agency support if required.

Ambulance Conveyance

8. If an ambulance is required, the person calling emergency service should know the following information:
 - 8.1 The nature of the emergency.
 - 8.2 Precise location, including address and access routes e.g., closest cross streets.
 - 8.3. The phone number of location.

Reporting and Recording Student Injury/Illness

9. If the injury, illness, or medical condition is serious, the principal or designate should immediately inform the Superintendent of Schools or designate.
 - 9.1 Document assessment of injury, illness or medical condition, treatment and actions taken on the Accident/Injury Illness Form (Form 25).
 - 9.2 Forms must be filled out by the first person attending the injured student or dealt with the situation giving as much information as possible.
 - 9.3 Accident/Injury Illness reports must be recorded in the Online Accident/Incident Reporting System within 24 hours of incident occurrence.
 - 9.4 Superintendents receive email notifications of online reports.
 - 9.5 File completed forms in the Accident Incident Report Binder.
 - 9.6 Additional information can be submitted to the administrator and/or record keeper and added to the online event file by notifying the Secretary Treasurer or designate.

9.7 At the end of each school year remove records from the Accident/Incident Reports Binder and file sequentially in a school filing system.

9.8 Administrators and the designated record keeper must ensure the information is kept confidential.

Reference

First Aid Program

OH&S Program Information Bulletin

Risk Management Procedures - Reporting and Recording Accident/Incidents.