

386 STUDENT HEALTH & SAFETY, ILLNESS and INJURY

Background

The Division recognizes that support for student health, safety, illness and injury is important. The Division's buildings, vehicles and equipment must, in the interest of safety, meet acceptable standards for the health and safety of students.

The Division also recognizes that it may be necessary, on occasion, in the event of unforeseen serious or life-threatening emergencies for employees to administer first aid and/or cardiopulmonary resuscitation (CPR) to students. The Division acknowledges that protection from action is afforded to employees by the Emergency Medical Aid Act.

Definitions

Universal Precautions:

Routine practices that help prevent the spread of bloodborne diseases such as the hepatitis B virus. The concept of universal precautions assumes that all blood and body fluids are considered potentially infectious and that you should treat all individuals as if they have an infectious disease.

Procedures

1. Illness/Injury During the School Day
 - a. Should a student become ill or be injured during the school day, the principal or designate shall:
 - i. Assess to determine the severity of the illness/injury and take immediate action if deemed necessary. Injuries to the head or abdominal area may not result in readily observable injury; however, such injuries should always be treated as potentially serious.
 - ii. Attempt to establish contact with the parent/legal guardian; advise them of the situation and discuss the course of action. In the case of injuries to the head or abdominal area, advise the parent/guardian that if they are unable to pick up their child to seek medical attention, the school will call Emergency Medical Services (911) immediately.
 - iii. For all other types of injuries apart from head and abdominal injuries, if consideration is given to sending an ill or injured student home, contact the parents/legal guardian or emergency contact and ensure that the student is escorted home or to a designated location specified by the parent/legal guardian. If the student is not picked up, the school will keep the student at school as long as is feasible and will then contact emergency services.

- iv. For specific student conditions, handle in accordance with AP 316 Students with Medical Conditions Requiring Medication or Treatment, or AP 387 Serious or Life-threatening Medical Conditions.
 - v. Staff shall follow universal precautions when handling blood and body fluids to prevent exposure to bloodborne diseases. All school personnel shall participate in Occupational Health and Safety Program (PublicSchoolWorks) training in this regard as required by CRPS.
- b. Should the principal or designate determine that the health needs of a student are best served by immediate ambulance transport to a medical facility, the principal or designate, shall:
- i. Call Emergency Medical Services (911). Under no circumstances is any staff member to transport an ill or injured student in a private vehicle.
 - ii. The cost of ambulance services will be covered through personal health coverage.
 - iii. Assign at least one (1) employee with First Aid Certification (if possible) to be with the sick or injured student AT ALL TIMES until Emergency Medical Services arrive.
 - iv. Assign at least one (1) employee who will accompany/follow the ambulance if a parent/legal guardian and/or emergency contact is not available and who will remain with the student until:
 - they are relieved by the parent/legal guardian or
 - they are advised by a medical practitioner that there is no further need to remain as the treatment and safety of the child has been undertaken by the medical facility or institution or
 - they are relieved by another employee or
 - the student is discharged by the practitioner or medical facility and you return the student to school
 - v. It is important to persist in trying to make personal contact with the parent/legal guardian and/or emergency contact.
 - vi. It is important for the Principal to advise the designated employee that employees may not give permission for medical treatment.

2. Reporting for Students

- a. Student injuries where first aid has been provided by school staff, shall be recorded in the [student accident report](#) form in a timely manner. Parents/guardians shall be notified regarding an injury, and/or outside medical assistance has been provided (eg paramedics, ski patrols, etc).
- b. Staff member(s) who have assisted the student shall record all details of incidents involving injured students, actions taken, and any relevant subsequent developments on the student

accident report form in a timely manner.

- c. The principal and assistant principal shall be given a copy of the report and must review it in a timely manner.
- d. The superintendent shall be notified of details of serious cases immediately.

3. First Aid/CPR Training

a. Training Requirements

- i. All first aid training must be delivered through a training program that has been approved by the provincial government's Joint First Aid Training Standards Board. The Division has secured the services of approved trained personnel who provide certified training. It should be noted that the first aid certificates are valid for three years.
- ii. Training requirements are based on number of employees in school, facility or field group at any time of day. This is based on minimum requirements as specified in the Alberta Occupational Health and Safety Code 2018 for high hazard work. Note, students are not defined as workers, only employees and volunteers.
- iii. Post signs in key locations (such as the main office and staff room) that provide the names of the trained first aiders and the location of these individuals.

Employees to Consider for Training:

Administrative Assistants
Career and Technology Studies (CTS) Teachers
Science Teachers
Physical Education Teachers
Coaches
Educational Assistants
Custodians
Lunch Supervisors
Bus Drivers
Outdoor Education Teachers
Principals

4. First Aid Kits

Principals shall:

- a. Annually review with appropriate staff, the requirements and safety procedures as outlined in current Occupational Health and Safety Codes.
- b. Ensure that the school location meets or exceeds the minimum requirements for first aid kits as required by Occupational Health and Safety Regulations

5. Science Lab/Industrial Shops/CTS - Safety Equipment

- a. Principals are to ensure school personnel receive yearly training as outlined by the Occupational Health and Safety Program (PublicSchoolWorks)

Reference

Education Act Sections 3, 11, 31, 33, 196, 197

Supporting Safe, Secure and Caring School in Alberta (1999) Safety Guidelines for Physical Activity in Alberta Schools (1999)
PublicSchoolWorks 2018

Replacing

AP 310 First Aid

AP 315 Accident Reports

AP 317 Consent to Medical Treatment

AP 318 Illness At School

History

Developed: November, 2019