



23- HEALTH AND SAFETY PROCEDURE

BACKGROUND

The Administration Manager requires that all reasonable steps should be taken to prevent accidents and to ensure that the School's building(s), grounds and equipment meet acceptable health and safety standards.

The School administration to collect information on individual students in the interest of student health and safety.

The Admin Manager supports the provision of preventative medical and/or dental services through arrangements with Supreme Health Council.

In the event of a student injury, accident and/or illness judged to be serious and without prejudice to its position and with regard to liability for the accident, the Administration authorizes the provision of suitable transportation home, to a medical doctor or to hospital as deemed necessary by the Principal.

PROCEDURES

1. General

1.1 School staff are expected to be vigilant and thorough in their attention to equipment, buildings and grounds, so that unsafe equipment is not used and unsafe conditions are reported to the school office.

1.2 The Administration is expected to give priority to the correction of unsafe conditions.

1.3 If an accident occurs, the injured person shall be treated in accordance with the proper principles of first aid.

1.4 In this policy and these guidelines, "illness" shall include but not be limited to severe allergic reactions and communicable diseases.

2. Student Data

2.1 On an annual basis, School administration shall request and the parents of all students shall provide the following data:

2.1.1 Name, address and telephone number(s) of parent(s);

2.1.2 Name, address and telephone number of family physician;

2.1.3 Name, address and telephone number of an emergency contact person in the event the parent(s) cannot be reached;



2.1.4 Existing, if any, documented medical conditions of the student which are or may be relevant in the educational setting;

2.1.5 Afflictions, if any, which may require emergency medical services; and

2.1.6 Information regarding the medical condition or affliction or the treatment thereof as may be relevant in the educational setting.

2.2 Parents shall review and update this information on an annual basis.

2.3 It is the parent's responsibility to advise School administration of any changes in this information during the school year including any minor or short-term injury or illness of the student that may be relevant in the educational setting.

2.4 In accordance with public health guidelines, parents are required to advise School administration if a student contracts or is exposed to a communicable disease.

2.5 This data may be distributed to appropriate school staff in accordance with administrative procedures.

3. Illness/Injury During School Day

3.1 Should a student become ill or injured during the school day, school office staff shall:

3.1.1 Attempt to establish contact with the parent to advise the parent of the situation and determine an appropriate course of action; and

3.1.2 If the parent cannot be reached or cannot come in to the school, the student should ordinarily be kept at the school until closing time.

3.2 If the Principal determines that the health needs of the student are best served by immediate transport to an emergency medical facility:

3.2.1 The Principal shall arrange such transport by ambulance, school vehicle or private automobile as deemed necessary and appropriate;

3.2.2 The cost of such emergency transport shall be paid by school for those persons who do not carry insurance that covers such cost;

3.2.3 The Principal shall assign at least one staff member to accompany the student;

3.2.4 School office staff shall persist in attempts to contact the parent; and

3.2.5 The staff member accompanying the student shall advise medical staff



that he/she is not the parent of the student and is unable to offer consent for medical treatment.

4. Extra and Co-Curricular Activities

4.1 Employees charged with conducting, supervising and transporting students in conjunction with any school or school sponsored event shall:

4.1.1 be delegated with the responsibilities of the Principal for the purposes of Part 3 above; and

4.1.2 be apprised by school office staff of any special medical needs of participating students, if not already known to the employee.

5. Reporting

5.1 School staff, students and/or parents are responsible for reporting accidents, injuries and/or major illnesses occurring to students on school premises or at school sponsored activities to School administration who shall ensure that a record is made of all details of incidents, including actions taken. All serious incidents are to be immediately reported to the BOT.

5.2 The BOT, upon notification, shall initiate such necessary actions as may:

5.2.1 Enable the BOT to be fully apprised;

5.2.2 Assure compliance with Board policy and administrative procedures;

5.2.3 Serve to lessen the possibility of similar accidents recurring in the future;

5.2.4 Assess the potential for liability accruing to the BOT.