

Administrative Procedures Manual	Administrative Procedure 315
	Illness/Injury at School
	APPROVED: September 2013
Page 1 of 3	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Sections 11, 52, 53, 196, 197, 222 Education Act Emergency Medical Aid Act

Background

Staff are expected to act as would a reasonable parent if a student becomes ill or is injured at school or on a school-sponsored activity.

Procedures

1. Administrators, staff and volunteers shall take all reasonable precautions to prevent accidents from occurring to students under their care and supervision.
2. Potential hazards to students shall be reported to the Principal through [Public School Works Near-Miss/Hazard Reporting](#) as soon as possible.
3. The Principal shall ensure that the school is equipped with first aid supplies and equipment that are accessible to staff at all times.
4. Staff who handle any body fluids shall ensure that they take precautions to protect themselves and others from the spread of infection – refer to [Administrative Procedure 160 Appendix A - Universal Precautions](#).
5. The Principal shall ensure that school staff are made aware of basic first aid procedures and the names of persons on staff with first aid training. These names should be posted conspicuously in the staff room and/or office.
6. Accident insurance shall be made available to students and their parents.
7. At the commencement of the school year, principals shall ensure that parents have made school staff and bus drivers aware of any specific medical problems of their children and any reasonable precautions and remedies that an adult would be expected to administer.
8. When a student is ill or injured, staff shall ensure that s/he is comfortable and safe before leaving the student to summon additional help. If possible, the staff member is to stay with the student and have another person summon assistance.
 - 8.1 Students are not to be left in medical rooms without supervision.
9. Staff are expected to take any action to provide medical assistance as would be expected of any reasonable adult.
10. If consideration is given to sending an ill or injured student home, the Principal or designate shall:

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	Illness/Injury at School
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Page 2 of 3	AMENDED/REVIEWED: September 2019
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- 10.1 Contact the parents or emergency contact and ensure that the student is escorted home or to a designated location; or
- 10.2 Keep the student at school if unable to contact the parents or emergency contact.

11. Emergency Procedures

- 11.1 Where, in the judgement of an employee or agent of the Division, it is necessary for a student to obtain the services of a medical practitioner/medical facility, the employee or agent of the Division shall attempt to contact the parent or legal guardian immediately, if time permits, or as soon as possible after medical assistance has been obtained.
- 11.2 If the parent or legal guardian cannot be immediately contacted, the employee or agent of the Division shall:
 - 11.2.1 arrange for the transportation of the student to a medical facility;
 - 11.2.2 attend or arrange for another employee's attendance with the student at the medical facility;
 - 11.2.3 remain with the student until:
 - 11.2.3.1 relieved by the parent or legal guardian, or
 - 11.2.3.2 relieved by another employee, or
 - 11.2.3.3 the student is discharged by the practitioner or medical facility, or
 - 11.2.3.4 advised by a medical practitioner that there is no further need to remain as the treatment and safety of the child have been undertaken by the medical facility or institution.
 - 11.2.4 upon arrival at the medical facility; advise those in authority that he/she is not the legal guardian of the student;
 - 11.2.5 refrain from providing any consent for medical treatment of the student;
 - 11.2.5.1 The matter of consent for medical treatment is to be resolved among the medical practitioner, the parent or legal guardian and the child;
 - 11.2.6 Advise the parent/guardian as soon as is reasonably possible **per 11.1**.
- 11.3 When medical care is arranged for by supervising staff other than the Principal, the Principal is to be informed as soon as possible of the action taken. An Accident Report through Public School Works is to be completed.
- 11.4 Ambulance

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	Illness/Injury at School
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Page 3 of 3	AMENDED/REVIEWED: September 2019
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- 11.4.1 If a student has suffered a serious injury and moving the student might lead to more adverse consequences, an ambulance is to be summoned immediately.
 - 11.4.2 An ambulance is also be summoned if a student is suffering from a possibly life threatening condition (i.e. anaphylactic shock or seizure, asthma, brain seizure, serious allergy, serious respiratory problems, etc.)
 - 11.5 Blows to the head or abdomen may not result in readily observable injury; however, such blows are always to be treated as potentially serious.
 - 11.5.1 Students who have received such blows are to be kept under continuous careful observation until medical attention is obtained for the student.
 - 11.5.2 The parent or legal guardian is to be advised of the situation and of action taken.
 - 11.6 Emergency treatment of specific conditions such as diabetes is to be handled in accordance with directions provided by the parent or physician or in accordance with the emergency provisions in 11.2 and contact with the parent made as soon as possible.
12. The Principal shall require every employee or agent of the Division involved in obtaining medical services for the student to describe in detail the circumstances of any incident requiring the provision of medical services, paying careful attention to time(s) and observation of the student through Public School Works ([Link to Public School Works Login](#))
13. Within twenty-four (24) hours after the occurrence of an accident during school hours or at a school sponsored activity, the Principal shall complete an Accident Report through Public School Works ([Link to Public School Works Login](#))