Administrative Procedure 308

Students

STUDENT HEALTH AND SAFETY

Background

The Board requires that reasonable steps are taken to prevent accidents and ensure the school's building, grounds, and equipment meet acceptable health and safety standards.

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 administration.

1.2. The principal 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, "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 an emergency contact person in the event the parent(s) cannot be reached; and

2.1.3. Existing, if any, documented medical conditions of the student which are or 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 the school office 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 the School Day

3.1. Should a student become ill or injured during the school day, school office staff will attempt to contact the parent and advise the parent of the situation and determine an appropriate course of action.

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 or private automobile as deemed necessary and appropriate;

3.2.2. The cost of such emergency transport shall be paid by STEM Collegiate 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 procedure 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 superintendent.

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

5.2.1. Enable the Board 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 Board; and

5.2.5. Advise the Board's legal counsel and/or insurers of the circumstances.

6. Critical Incidents Plan

6.1. The principal is responsible for preparing a Critical Response Incidents Plan. The plan will provide support for students and staff and a liaison with family and community services in a time of crisis.

6.2. The superintendent must approve the Critical Response Incidents Plan.

7. First Aid Training

7.1. Basic first aid training, including the recognition of anaphylactic reactions, should be provided for all school staff once a year or as need be.

7.2. The school shall have 50% of its staff trained in CPR and advanced first aid. Within this proportion, a member of the office staff, one administrator, and physical education teachers must be trained. These staff must be re-certified as required to keep them current in CPR and first aid procedures.

8. First Aid Kits and Safety Equipment

8.1. Basic first aid kits and AED's shall be supplied at the school site and at least one first aid kit shall be located in the school office and the gymnasium.

8.2. The principal, or designate, shall ensure the first aid kits are maintained.

8.3. The school shall assess its needs and equip its science lab according to guidelines recommended by Alberta Education and Occupational Health and Safety

Approved: July 2023