



*"Inspire learners, Integrate sustainability,
Involve community"*

SCHOOL DISTRICT NO. 64

PROCEDURE 4260 Student Illness/Injury

Section: Students
Dates of Revisions:
Date of Adoption and
Resolution Number: June 13, 2018- 76/18

1. It is the responsibility of every employee who works with students to safeguard the well-being of students, and when an injury or illness occurs, to take appropriate action.
2. Each school shall post in the school office, an inventory of all employees with specialty first aid training who can be called upon where circumstances warrant, rendering first aid assistance. This inventory should include, but is not limited to, the employee designated as First Aid Attendant under the Workers' Compensation Act Regulations.
3. In determining a course of action where student safety or well-being is concerned, the rule of thumb should always be to "err on the side of caution".
4. 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.
5. In order to minimize disruption to instructional activities, the inventory listing of first aid-certified employees should, where appropriate, be prioritized so that injuries or illness are first referred to those not instructing students, i.e., principal/vice-principal or school secretary.
6. **Students Who Become Ill:**
When a student becomes ill at school, follow these guidelines:
 - a. contact the parent/guardian;
 - b. place the student in a suitable area (a medical room, if available) that is regularly supervised by the principal or designate. The student should be observed not less than once every five minutes for the first twenty minutes
 - c. if the student is unable to resume normal activity within a reasonable time, again contract a parent/guardian (or doctor, if the parent/guardian cannot be reached).
 - d. keep a record of actions taken.

- e. if it is decided that the student should not remain in school, follow these guidelines;
 - i. immediately contact the parent or guardian, or the designated emergency contact person.
 - ii. if a parent or guardian or the designated emergency contact person cannot be reached, contact a doctor (preferably the family doctor).
 - iii. if an emergency situation develops, immediately summon an ambulance (as per #13 below) and inform the parent or guardian or the designated emergency contact person.
 - iv. keep a record of all actions taken.

- 7. The student's Medical Care Planning Form (#4251), 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(s).
- 8. Oral or topical medication should not be given to any student, except as set out in Policy and Procedure 4250, Student Medical Care Plan/Medication. (Refer to the completed Form 4252, Administration of Oral and Topical medicine.)
- 9. The School Log of Actions and Administration of Medical Care or Medications to a Student (Form 4253) will be updated, for future reference, as to actions taken when a student becomes ill.
- 10. An ill student should not be sent home unaccompanied or without knowledge of reasonable supervision.
- 11. The principal or designate must complete an Incident Report form (a sample form is included in the procedure) as soon as possible.

12. Students Who Are Injured

- a. When a student is injured at school or while under school supervision, the following guidelines will apply:
 - i. The school employee or parent supervisor (if qualified) having the duty of care, should, if necessary, administer basic first aid treatment, as outlined in Policy and procedure 3550.
 - ii. Every student injury shall be referred for assessment to one of the first aid-certified individuals whose name appears on the posted list.
 - iii. 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.
 - iv. the principal or designate, together with the parent/guardian (if available) should then decide on a course of action based on an assessment of the seriousness of the injury . This might involve:

- placing the student in a suitable area that is regularly supervised by the principal or designate (the frequency of observation should not be less than once every five minutes for the first twenty minutes, or if the student is unable to resume normal activity within a reasonable time)
 - calling a doctor or nurse practitioner
 - taking the student to a hospital (and informing a parent/guardian or designated emergency contact person)
 - calling an ambulance (with reference to the section below), and informing a parent/guardian or designated emergency contact person)
- b. If the injury is serious, the principal or designate should immediately inform the Superintendent of Schools or the Secretary-Treasurer.
- c. Injured students, particularly those at elementary and middle years levels, should not be sent home unaccompanied or without knowledge of reasonable supervision. Discretion is advised.
- d. Parents/guardians should be advised in all situations where a student suffers a blow to the head during the school day, in order that they can continue to monitor at home.

13. Use of an Ambulance to Transport Students:

- a. When the services of an ambulance are required, the principal or designate will follow these steps:
- i. summon the ambulance and provide pertinent information
 - ii. contact the parent or guardian or designated emergency contact person
 - iii. contact the Superintendent of Schools or Secretary-Treasurer to advise an ambulance has been summoned
 - iv. complete the Incident Report form and submit it immediately to the Secretary- Treasurer;
 - v. advise the Secretary- Treasurer by telephone that an ambulance has been used.

References:

- Workers' Compensation Act
- Policy and Procedure 4250, Student Medical Care Plan/Medication
- Policy and Procedure 3550, First Aid/Accident Reports