

## SICK OR INJURED STUDENTS

## - POLICY -

It is the Board's policy to provide sick or injured students with adequate care and attention until parents, guardians or designate can take charge of the students' well being. Employees are to provide assistance to sick or injured students on school premises and at school functions, whenever and wherever held.

## - REGULATION -

The following guidelines shall be observed provided it is not contrary to the judgment of the principal or his delegate who is handling the matter.

1. In each school, procedures for the handling of sick or injured students shall be established and made known to the staff. The regulations which follow should provide the basis for school procedures.
2. When a student is sick or injured, the teacher or adult-in-charge, where possible, first determines the nature of the illness or injury.
3. In each school, a card containing emergency information shall be maintained for each student and updated as necessary.
4. In the event of sickness or accident which does not create an emergency situation, the student's parent, guardian or designate shall be notified and requested to provide transportation to the home or treatment centre. If the parent, guardian or designate cannot be contacted, the student shall be cared for in the school medical room.
5. In the case of emergency treatment being required, the student shall be transported by ambulance to a hospital and parents or guardian notified. The charge for ambulance service will be paid by the Board if the child is not covered by an Extended Health Benefit Plan.
6. **It is critical that no student be moved if the adult-in-charge cannot determine the extent of an injury or has any doubt whatsoever.** This is especially so should there be any possible fractures or dislocations of major bones, or back, neck or head injuries. Ensure the child is continuously monitored and kept adequately warm to prevent possible onset of shock.

7. **Procedure for Caring for a Student in a situation that is NOT an Emergency**

- 7.1 If the student can be moved, he/she shall be brought to the office or medical room for first aid treatment. First aid supplies are in the medical room or office. Be alert for fainting or shock en route.
- 7.2 The secretary or an adult-in-charge shall contact the student's parents, guardian or designate. The parent, guardian or designate shall be requested to provide transportation to the home or treatment centre. If the parent, guardian or designate cannot be contacted, the student shall be cared for in the school medical room.
- 7.3 The adult-in-charge shall determine whether the student shall wait in the classroom or the medical room if the parent/guardian is in transit or cannot be contacted. A student in the medical room shall be under the observation of a designed adult.
- 7.4 A student should not be sent home unless the Principal or teacher-in-charge is satisfied that such action is in the student's best interest.

8. **Procedure for Moving/Transporting a Student in an Emergency Situation**

- 8.1 If the student cannot be moved, the adult-in-charge is to stay with the student and send for assistance.
- 8.2 An ambulance must be called to transport the student to a treatment centre in the case of an emergency situation. Have the child's name, nature of injury and exact location for the ambulance dispatcher. Only in exceptional circumstances should a staff member transport the student.
- 8.3 Call the hospital advising them of the circumstances.
- 8.4 Call the parent or guardian. Advise them if the child will need items from home such as dry clothing, etc.

9. **All injuries treated require an incident report.**

- 9.1 The Schools Protection Program online reporting form must be completed immediately after the pupil has received medical/first-aid attention by school staff or outside medical personnel.

10. A student emergency card must be maintained and updated for each student and include as much of the following information and be available to employees responsible for student safety/supervision:

- Name, address and home phone number of the pupil;
- Names, addresses and home phone numbers of parents or guardians;
- Parents'/guardians' emergency contact phone numbers;
- Family physician's or pediatrician's name and phone number;
- Special health problems if any and any long term medications;
- Names, addresses, and phone numbers of at least two other persons with transportation who may be contacted when parents/guardians cannot be reached.