



**AP 1 – 20 Student Health Emergency**

<b>Related Policies:</b>	<b>Initial Approval:</b> 2010 March 30
<b>Related Procedures:</b>	<b>Last Amended:</b>
<b>Exhibits:</b>	<b>Last Reviewed:</b> 2019 November 25

**PURPOSE**

To ensure that emergency student health needs are addressed quickly and proficiently to ensure student health.

**SCOPE**

This procedure applies to all staff.

**DEFINITIONS**

None

**PROCEDURES**

1. Principals should ensure that the school has adequate numbers of staff with first aid training as outlined in Alberta Regulation AR 87/2009 *Occupational Health and Safety Code, Part II* First Aid Regulation, student and staff numbers shall be used to calculate this. Staff shall follow procedures (universal precautions) for blood borne pathogens when dealing with blood and body fluids associated with student injuries (refer to the Chinook's Edge Safety Manual).
2. Where, in the judgment of the Principal or designate, it is necessary for a student to obtain the services of a medical practitioner/medical facility, the Principal or designate shall attempt to contact the parent or legal guardian immediately, if time permits, or, as soon as possible after medical assistance is provided.
3. If a student has suffered a serious injury, an ambulance should be summoned immediately. A Chinook's Edge employee must accompany or follow the ambulance. In the event of a serious injury the CESD Safety Manager or designate must be contacted to do an investigation.
4. If an ambulance is not required and if the parent or legal guardian cannot be immediately contacted, the Principal or designate shall:
  - 4.1 Arrange for the transportation of the student to a medical facility
  - 4.2 Attend or arrange for another employee's attendance with the student at the medical facility.
  - 4.3 Remain with the student until:
    - 4.3.1 Relieved by the parent or legal guardian or
    - 4.3.2 Relieved by another employee or
    - 4.3.3 The student is discharged by the practitioner or medical facility and you return student to school or
    - 4.3.4 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.
5. Blows to the head or abdominal area may not result in readily observable injury. Such blows should always be treated as potentially serious. Students who have received such blows shall be kept under

continuous careful observation until medical attention is obtained. The parent or legal guardian is to be advised of the situation and of action taken.

6. Ill or injured students should not be left without supervision. Students who become ill during the school day should be returned, as soon as possible, to the care of a parent or legal guardian, or responsible adult designated by the parent or legal guardian. If Section 2 applies and if the parent or legal guardian cannot be contacted, the child should be referred for medical attention.
7. The response to specific conditions such as diabetes or the administration of medicine should be handled in accordance with procedures outlined in the Chinook's Edge Safety Manual.
8. The Principal shall require every employee involved in obtaining medical services for a student to describe in detail in the First Aid Record the circumstances of any incident requiring the provision of medical services, paying careful attention to time(s) and observation of the student. Accident reports must be sent to Division office within 24 hours of the incident involving the student.
9. If the injury or illness occurred in a "work-place type setting", e.g., career technology studies (CTS) or as a result of activities related to work experience programs or the Registered Apprenticeship Program (RAP), then the injury may be reportable under Section 18 of the *Occupational Health and Safety Act*. Injuries or illnesses of this nature should be reported to the CESD Safety Manager or designate, who will advise on any additional reporting requirements.
10. The Principal shall be aware that the Division maintains liability insurance that provides coverage for employees, agents or volunteers who are acting within the scope of their duties.

#### **REFERENCE AND LINKS**

*Education Act*

Chinook's Edge Safety Manual

*Occupational Health and Safety Act*

#### **HISTORY**

Reviewed: 2018 Jan 21

Reviewed: 2018 March 02

Reviewed: 2019 Nov 25