

Background

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

Definitions

OH&S Representative: The **Principal** is considered the OH&S site representative unless otherwise designated to an assistant principal or another staff member.

RISC System: Database used for tracking accident, hazard, property, vehicle or emergency response activations (outside of reporting drills).

Accident Prevention Program: Staff training, provided on an annual basis, to reduce injury, encourage awareness and reporting of hazards.

Procedures and/or Principles

1. Responsibilities

1.1. **Parents/Guardians or Independent Students** are responsible, as part of the annual registration process, to confirm specific medical concerns or medical conditions for their child(ren) or themselves. Further information is outlined in AP316.

1.2. **Administrators, staff, volunteers and visitors** shall take all reasonable precautions to prevent accidents from occurring.

1.3. All School Division Staff are:

1.3.1. Responsible to take all reasonable precautions to prevent accidents stemming from school-jurisdiction activities which might result in:

1.3.1.1. Harm or injury;

1.3.1.2. Work interruptions; or

1.3.1.3. Damage to property, equipment or materials.

1.3.2. Expected to take any action to provide medical assistance as would be expected of any reasonable adult person.

1.3.3. Required to participate in the division accident prevention program;

1.3.4. Maintain safe conditions;

1.3.5. Report and correct hazardous conditions and practices affecting persons, activities or facilities under their jurisdiction; and

1.3.6. Perform all specifically assigned accident prevention responsibilities.

1.4. **Administrators and teachers** are responsible to minimize and prevent student accidents through effective supervision during the school day, or during school sponsored activities.

1.5. The **Principal** holds the primary responsibility for the safety of the school site.

1.6. The **Principal, or the designated OH&S representative**, is responsible to:

- 1.6.1. Respond to and complete corrective actions, as needed, for hazards and accident/injury/illness incidents.
- 1.6.2. Ensure that the school is equipped with first aid supplies and equipment, accessible to staff at all times.
- 1.6.3. Inform staff that handle body fluids the requirements and precautions they must follow in order to protect themselves and others from the spread of infection (outlined AP161).
- 1.6.4. Ensure that school staff are made aware of basic first aid procedures, including the posting of the names of persons on staff with first aid training.
- 1.6.5. Communicate student medical conditions or concerns to bus drivers, teachers and other stakeholders on an as needed basis in order to properly perform their responsibilities or reasonable precautions and remedies that an adult would be expected to administer.
- 1.7. The **School Division** will provide accident insurance for students, ensuring the policy is made available to students, volunteers and chaperones, in accordance with AP5021 and the Education Act.
 - 1.7.1. Division employees responding to medical incidents, in accordance with the Medical Aid Act and Division policies and procedures, will not be held individually liable.

2. **Managing Student Incidents – Initial Response / Assessment**

- 2.1. When a student is ill or injured, the teacher or staff member first on scene will be in charge of managing the incident until relieved by a staff member with first aid training or a first responder. The staff member shall ensure that the injured individual is comfortable and safe before leaving to summon additional help. If possible, the staff member is to stay with the injured individual and have another person summon assistance.
 - 2.1.1. Students are not to be left in medical rooms or areas with hazardous conditions without supervision.
- 2.2. The attending staff member is responsible to determine the extent of the injury. This may include:
 - 2.2.1. Controlling bleeding;
 - 2.2.2. Providing first aid; or
 - 2.2.3. Limiting student movement if an internal injury, back/neck, leg or other major injury is suspected.
- 2.3. 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.
- 2.4. The parent or legal guardian is to be contacted to communicate student accident/injury/illnesses. If communication to the parents is not successful, efforts to contact the parent/guardian must continue as soon as is reasonably possible.
- 2.5. If consideration is given to sending an ill or injured student home or for further medical assistance, the Principal or designate shall:

- 2.5.1. Contact the parents/guardian or emergency contact and ensure that the student is escorted home, to a designated location or medical facility; or
- 2.5.2. If unable to contact the parents or emergency contact, remain with the student until they are relieved:
 - 2.5.2.1. by the parent or legal guardian; or
 - 2.5.2.2. by another employee; or
 - 2.5.2.3. through the student's release from either a medical facility or from the school infirmary; or
 - 2.5.2.4. by a medical practitioner that the treatment and safety of the child have been undertaken by the medical facility or institution.

3. Medical Assistance/Response

- 3.1. An ambulance is to be summoned immediately if there is any doubt around the extent of the student's injury, the injury warrants emergency medical assistance as outlined below and/or if moving the student might lead to more adverse consequences. Contact with the parent/guardian is to be made as soon as possible. Examples include:
 - 3.1.1. If a student is suffering from a possibly life-threatening condition (i.e. anaphylactic shock/unexpected seizure, asthma, brain seizure, serious allergy, serious respiratory problems).
 - 3.1.2. Blows to the head or abdomen may not result in readily observable injury; however, such blows are always to be treated as potentially serious. Students who have received such blows are to be kept under continuous careful observation until medical attention is obtained for the student.
 - 3.1.3. Emergency treatment of a specific condition is required (such as diabetes). These situations are to be handled in accordance with directions provided by the parent or physician or in accordance with the emergency provisions as specified in Administrative Procedure AP316, Medication/Personal Care.
- 3.2. 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.
- 3.3. If the parent or legal guardian cannot be immediately contacted, the employee or agent of the division shall:
 - 3.3.1. Advise a medical facility of the student's arrival;
 - 3.3.2. Arrange for the transportation of the student to a medical facility;
 - 3.3.3. Attend or arrange for another employee's attendance with the student at the medical facility;
 - 3.3.4. Remain with the student released as outlined in 2.5.2.

3.3.5. Upon arrival at the medical facility, advise those in authority that he/she is not the legal guardian of the student;

3.3.6. Refrain from providing any consent for medical treatment of the student;

3.3.6.1. The matter of consent for medical treatment is to be resolved among the medical practitioner, the parent or legal guardian and the child.

3.3.6.2. Continue efforts to contact the parent and advise the parent as soon as is reasonably possible.

4. Reporting

4.1. 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.

4.2. 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. This is to be added to the accident/injury/illness report in the RISC system.

4.2.1. Potential hazards shall be reported in RISC.

4.2.2. All Accident/Illness/Injury reports for staff and students, that occur at school or while under the supervision of the division (includes field trips and extracurricular activities), are to be reported in the RISC system within twenty-four (24) hours after the occurrence of an accident/injury/illness unless extenuating circumstances arise (such as no internet access, Proxy to submit request et al).

References

- i. External Legislation:
 - Section 11,33,52,53,196,197,222 Education Act
 - Employment Standards Act
 - Occupational Health and Safety Act
 - Emergency Medical Aid Act
- ii. RVS Policies and Procedures:
 - Policy 19
 - AP316 Administering Medication or Medical Treatment to Students
- iii. RVS Forms/Templates
 - [RISC](#)
- iv. RVS Handbooks and Manuals
 - Maintenance and Grounds – Service Requests & Priorities
 - [RISC Manuals](#)
- v. Contact/Branch
 - Business and Operations (busops@rockyview.ab.ca)