



<b>ADMINISTRATIVE PROCEDURES</b>	
<i>Administrative Procedure Section</i> <b>STUDENTS</b>	<i>Policy Number</i> <b>818</b>
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## **ADMINISTRATIVE PROCEDURE TITLE**

Illness or Injury of a Student

### **1.0 ADMINISTRATIVE PROCEDURE**

- 1.1 When a student becomes ill or sustains an injury at school, on school property, on a school excursion, or while participating in a co-curricular activity, the staff member in immediate contact with the student assumes a duty of care known as “in loco parentis” or in place of the parent. This duty of care may be transferred by the staff member in immediate contact with the student to the principal or designate once the principal or designate is present on site to assume this care. The student will not be left unattended.
- 1.2 First aid may be administered to the student if staff members are willing and/or trained. Provisions of legislation hold harmless the good intentions of samaritans to administer aid in the event of an emergency.
- 1.3 In the event of a medical emergency such as, but not limited to, a shortness of breath, a blockage of the airway, loss of blood, loss of consciousness, or a head injury, the school staff will call 911 and secure ambulance transportation for the student to hospital.
- 1.4 Staff will secure transportation to hospital by ambulance for a student in need of hospital care. Staff members are discouraged from transporting students with an injury or illness in their own vehicles. If it is absolutely necessary to use a staff vehicle for transportation to medical care, the driver and one other staff member should accompany the student. The injured/ill student and other staff member should sit together in the back seat of the vehicle.

- 1.5 A suspected head injury will be cared for as follows:
  - (a) If a bump, fall, or impact to the head of the student is audible, escort the student to the office, call the parent to advise him or her of a possible head injury. The parent will be advised by the school staff to seek a medical consultation. If the student's responsiveness or status changes in the interim, the staff will call 911 and transport the student to hospital by ambulance.
  - (b) If a student is disoriented; pale in complexion; or throwing up, this may be a sign of traumatic head/brain injury. The school staff will call 911 immediately. The student will be transported to hospital and the parents will be asked to meet the ambulance at the hospital.
- 1.6 Every effort will be made to contact the parent or guardian as quickly as possible. If necessary, the parent may be asked to come to the school or asked to meet the ambulance at the closest hospital.
- 1.7 Staff will endeavour, as circumstances permit, to check any medical information on file about allergies, prescriptions, etc. at the school and to check the student for Medic Alert identification.
- 1.8 For athletic events or events that present a foreseeable risk of injury, school staff responsible for these events will arrange for the availability for first aid assistance.
- 1.9 The principal will review these matters with staff at the start of the school year:
  - (a) hand washing procedures as a measure to reduce the transmission of disease;
  - (b) precautionary measures such as the use of plastic gloves when caring for a wound;
  - (c) requirement to call 911 Emergency Services in a case of shortness of breath, a blockage of the airway, loss of blood, loss of consciousness, a head injury, or other medical emergency;
  - (d) review of Health Log Sheet details to complete; and

- (e) duty of care obligations related to a student who is ill or injured at school, on school property, on a school excursion, or while participating in a co-curricular activity.

- 1.10 The principal will ensure that a Health Log Sheet is maintained in the Health Room and that staff record all actions related to injury or illness of students.

## **2.0 TERMS AND DEFINITIONS**

### **2.1 HEAD INJURY**

Head injuries are hidden. Swelling on the surface of the head occurs over time. This swelling is serious. Swelling within the brain cavity is even more serious. It is completely hidden from view and can only be seen by a CT Scan or MRI. Because the brain is in a confined cavity, there is no room for this swelling and brain injuries result. Some are minor brain injuries and, at its worst, this will lead to coma and/or death.

## **3.0 REFERENCES/RELATED DOCUMENTS**

Education Amendment Act (Concussions), 2012

## **4.0 RELATED ADMINISTRATIVE PROCEDURES**

AP-HS-401, Administration of Medical Procedures or Health Support Services and Emergency Response

AP-HS-403, Emergency Management and Business Continuity Program

AP-HS-404, Anaphylaxis: Reducing the Risks

AP-TRAN-1005, Bus Accidents and Resulting Injuries

## **5.0 RELATED FORMS**

Health 1, Health Log Sheet (Appendix A)

**6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE**

January 2018

**7.0 APPROVED BY BOARD**

January 22, 2013

**8.0 EFFECTIVE DATE**

January 22, 2013

**9.0 REVIEW BY**

Student Success Services

**10.0 LAST REVISION DATE**