



BOARD ADMINISTRATIVE PROCEDURE

Administrative Procedure

Illness or Injury of a Student

*Administrative
Procedure Number*

802

Directional Policy

Healthy Schools and Workplaces

Title of Administrative Procedure:

Illness or Injury of a Student

Date Approved:

February 7, 2023

Projected Review Date:

2028

Directional Policy Alignment:

This Administrative Procedure aligns with the Healthy Schools and Workplaces Directional Policy 800. The Board recognizes that the health and well-being of our students and staff is foundational to their success. A healthy environment involves being respectful of one another's social, emotional, spiritual and physical well-being. We all have a collective responsibility to create healthy work environments to keep our students and staff safe.

Alignment with Multi-Year Strategic Plan:

The Illness or Injury of a Student Administrative Procedure supports the Board's Mission to educate students in faith-filled, loving, safe, inclusive schools to develop the God-given abilities of each person. This Administrative Procedure aligns with the Board's Multi-Year Strategic Plan in Valuing Relationships and Nurturing Mental Health and Well-being.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Purpose:

The purpose of this Administrative Procedure is to provide staff, working in direct contact with students, with expectations about the care of students following an injury or during an illness that occurs while at school, on school property, on a school excursion, or while participating in a co-curricular activity. The procedure supports steps to ensure that a reasonable effort is made to administer first aid, contact the student's parents/guardians and, if required, secure emergency medical response.

Action Required:

- 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 The Principal and or designate will call upon trained members of the staff to provide first aid to the student. 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, significant loss of blood, loss of consciousness, a serious head injury, a fall from heights, or other medical emergency, the school staff will call 911 and secure ambulance transportation for the student to hospital. If staff are unsure about the well-being of the student, staff will call 911 and Emergency Medical Services will transport the student to hospital by ambulance.
- 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 members should sit together in the back seat of the vehicle.

- 1.5 The school will attempt to contact the parent or guardian as quickly as possible when an injury occurs. Where possible, parents/guardians will participate in any decision respecting a course of action or treatment for the student. During a medical emergency, parents/guardians may be asked to meet the ambulance at the closest hospital or to come to the school.
- 1.6 A suspected head injury will be cared for as follows:
 - (a) If a bump, fall, or impact to the head of the student is witnessed or suspected, escort the student to the office, call the parent and guardian to advise them of a possible head injury. The parent will be advised by the school staff to seek a medical consultation and follow [Board Administrative Procedure 324 Concussion Protocol](#). If the student's responsiveness or status changes or if staff are unsure about the well-being of the student, staff will call 911 and transport the student to hospital by ambulance.
 - (b) The school staff will call 911 immediately if the following are observed: if a student is experiencing loss of consciousness or in a deteriorating conscious state; disoriented; pale in complexion; vomiting; seeing double vision; increasingly restless, agitated or combative; seizing or convulsing; neck pain or tenderness; severe or increasing headache; vomiting; weakness or tingling/burning in arms or legs. The preceding may be signs of a traumatic brain injury. The student will be transported to hospital and the parents/guardians will be asked to meet the ambulance at the hospital.
- 1.7 During a medical emergency, school staff will check the Plan of Care and other medical information on file at the school about allergies, prescriptions, Medic Alert, etc.
- 1.8 For athletic events or events that present a foreseeable risk of injury, school staff responsible for these events will follow [Ontario Physical and Health Education Association Safety Standards \(OPASSE\)](#), [Student Injury Prevention - Health and Physical Education Guidelines](#) and other relevant [Board Administrative Procedures](#).
- 1.9 The principal will ensure that a Health Log Sheet is maintained in the Main Office and/or Health Room and that staff record information related to injury or illness of students.

1.10 The principal will ensure that an [OSBIE Incident Reporting Form](#) is completed when a student, volunteer or visitor is injured - while on school property or away from the school, while participating in a school related athletic event, field trip etc.

1.11 The principal will review these matters with staff at the start of the school year:

- (a) identify staff members (minimum of 2) at the school who are certified to provide First Aid, and/or arrange for training as necessary, and communicate the names of certified staff to other staff members. It is recommended that elementary schools have 3-4 trained first aiders and secondary schools have 5-6 trained first aiders.
- (b) requirement to call 911 Emergency Services in a case of a serious medical emergency, such as, but not limited to, shortness of breath, a blockage of the airway, significant loss of blood, loss of consciousness, a serious head injury, a fall from heights or other medical emergency. If staff are unsure about the well-being of the student, staff will call 911 and transport the student to hospital by ambulance;
- (c) location of the first aid station/kit and requirement to inspect and replenish contents at not less than quarter-yearly intervals;
- (d) an overview of and identification of the location of student Plans of Care;
- (e) a review of the [Health Log Sheet](#);
- (f) a review of OSBIE Incident Reporting Form responsibilities with respect to injury of a student, volunteer or visitor;
- (g) 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.

Responsibilities:

The Board of Trustees is responsible for:

- Ensuring alignment of this administrative procedure with the [Healthy Schools and Workplaces Directional Policy](#);
- Reviewing this administrative procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- Providing leadership and designating resources to ensure the implementation of and compliance with this administrative procedure.

Superintendents are responsible for:

- Supporting principals and other employees for whom they have supervisory responsibility with the implementation and compliance with the procedures and requirements under this administrative procedure.

Principals and Vice-Principals are responsible for:

- Implementing this administrative procedure in accordance with the parameters outlined;
- Providing leadership and support for staff in their knowledge, understanding, and implementation of this administrative procedure;
- Taking reasonable steps to safeguard the well-being of students;
- Responding appropriately to care for students, when an injury or illness occurs;
- Ensuring the parent/guardian of an injured student is contacted;
- Completion of the Health Log;
- Completion of an OSBIE Incident Reporting Form;
- Ensuring that there are a minimum of two (2) qualified standard first aid responders trained in the school;
- Ensuring the first aid station/kit and its contents are inspected (and replenished) at not less than quarter-yearly intervals;
- Communicating to the school staff, the staff members trained in First Aid;
- Communicating to school staff, responsibilities of all staff related to student safety outlined in the administrative procedure;
- Maintaining a centrally accessible repository containing all individual Plans of Care;
- Ensuring that staff and others, as appropriate, are informed of students' emergency procedures as outlined in the individualized Plans of Care.

School staff are responsible for:

- Ensuring they are knowledgeable about the requirements and parameters outlined in this administrative procedure;
- Taking reasonable steps to safeguard the well-being of students while at school and during school athletic events, field trips etc.;
- Being informed as to where to access the first aid station/kit within the school;

- Responding appropriately to care for students, when an injury or illness occurs;
- Reporting the illness or injury to school administration;
- Collaborating with the school administration and other staff to complete the Health Log Sheet and OSBIE Incident Reporting Form;
- Reviewing Plans of Care for any student with whom they have direct contact;
- Being informed as to where to access the school-wide Plans of Care during a medical emergency.

Students are responsible for:

- If possible, informing school staff if illness or injury occurs;
- Engaging in activities at school - consistent with their cognitive, emotional, social, and physical stage of development- that respect school safety plans.

Parents and Guardians are responsible for:

- Informing the school annually, of their child's medical condition;
- Informing the school of any changes to the status of their child's medical condition;
- Collaborating with a medical doctor and the Principal to create a Plan of Care for their child;
- Providing the school and/or child with sufficient quantities of (non-expired) medication and supplies in their original, clearly labeled containers, as directed by a medical doctor and as outlined in the Plan of Care;
- Communicating and collaborating with the school when illness or injury occurs;
- Encouraging their children to respect school safety plans.

Related Administrative Procedures:

- [Administrative Procedure 317](#) - Asthma Reducing the Risks (Ryan's Law)
- [Administrative Procedure 318](#) - Administration of Medication Procedures or Health Support Services and Emergency Response
- [Administrative Procedure 319](#) - Anaphylaxis: Reducing the Risks
- [Administrative Procedure 323](#) -Supporting Students with Epilepsy in Schools
- [Administrative Procedure 324](#) - Concussion Protocol, Awareness & Training

References and Resources

- [Education Act](#), R.S.O. 1990, c. E.2, as amended
- Ministry of Education Policy/Program Memorandum [\(PPM\) 161](#)

[APPENDIX A - Health Log Sheet](#)