

## STUDENT INCIDENTS AND SICKNESS

### Background

The physical, emotional and mental health and the safety of students are to be promoted and safeguarded through all reasonable means. The District expects that all schools will act in cooperation with other government and local agencies in the best interest of students.

### Procedures

1. All illness and injuries by students shall receive prompt and appropriate attention.
2. Parents or guardians are to be notified as quickly as possible.
3. Parents or guardians of children shall supply the school with the phone number of two emergency contact persons in case parents or guardians are not readily available.
4. Discretion by the Principal, teacher-in-charge, designated first aid person is to be exercised in deciding if the illness or injury warrants emergency hospital attention. In cases where there is any doubt, the ill or injured student is to be taken to the hospital.
5. A Schools Protection Program Online Incident Report Form is to be completed and a copy of the report is forwarded to the Secretary Treasurer's Office.
6. Minor injuries may be dealt with by school first aid attendants.
7. Each Principal shall inform staff members and parents of the procedures that will be followed in cases of illness and injury.
8. Except in emergency situations, designated staff will administer (or supervise the self-administration of) medications to students only if the following conditions are met:
  - 8.1 The medication is required while the child is attending school.
  - 8.2 A parent has requested the school assistance and has given his/her written authorization by completing a Request for Administration of Medication in School form (Form 315-2) provided by the Principal to have the medication administered by the designated staff member.
  - 8.3 The physician who prescribed the medication has confirmed that unless the medication is administered during school hours, the health of the student will suffer and has authorized the District to administer the medicine. The parent will have the prescribing physician sign the Request for Administration of Medication in School form (Form 315-2).
  - 8.4 The parent will complete a Medical Alert Form (Form 315-1) for attachment to the Permanent Student Record. The Public Health Nurse can be available for consultation if required.

8.5 Education regarding the administration of medication in the school setting is the responsibility of the Principal. The Public Health Nurse may assist in the education of staff if required.

8.5.1 In emergency situations, every staff member has a duty to render assistance to a student, including the administration of medication where necessary.

## 9. Responsibilities

9.1 It is expected that the parent or legal guardian would inform the Principal if the student is or may be required to have medication administered by a designated staff member during school hours.

9.1.1 If deemed necessary, the Principal may arrange for a meeting of the student's teacher(s) or designated staff member, parent(s) or legal guardian(s), the Public Health Nurse or his/her representative and, where appropriate, the student him/herself.

9.1.2 Where medication is to be administered at school, the Request for Administration of Medication at School (Form 315-2) and the Medical Alert Form (Form 315-1) must be fully completed by the parent(s). Together both forms constitute the student's Medical Intervention Plan.

9.1.3 The Medical Intervention Plan is to be retained in the school office with the medication, where applicable. Staff administering medication to students will keep a record (Form 315-3).

9.1.4 Parents/guardians are responsible to keep the Principal informed on as to changes in the medical status of students, including any changes to medications.

9.2 Where a student may require medication in an emergency situation, e.g., an injection of adrenaline for an allergic reaction, the Principal shall make all teachers and other staff members who may have to supervise that student aware of this fact and the steps to be taken should such an emergency occur. The Public Health Nurse can provide training to school staff on the administration of adrenaline.

*Reference: Sections 7, 8, 17, 20, 22, 65, 84, 85, 95 School Act  
Good Samaritan Act  
School Regulation 265/89*

*SD No. 40 (New Westminster)*

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