
HORIZON SCHOOL DIVISION
POLICY HANDBOOK

Policy Code: IHCE
Policy Title: Student Illness/Injury
Cross Reference: IHCF, GCAD, GCAG,
GCAGB
Legal Reference: School Act, Sec. 13, 15
Adoption Date: May 28, 1997
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affirmation Date: January 20/15; April 19/16

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION RECOGNIZES THAT STAFF STAND IN PLACE OF PARENTS (IN LOCO PARENTIS) WITH REGARD TO STUDENTS. IF A STUDENT SUSTAINS AN INJURY DURING A SCHOOL RELATED ACTIVITY OR BECOMES ILL AND REQUIRES MEDICAL ATTENTION, THE CARE THAT SHALL BE EXTENDED BY A TEACHER IS THAT WHICH A REASONABLE AND PRUDENT PARENT WOULD PROVIDE UNDER SIMILAR CIRCUMSTANCES. HOWEVER, ONLY THE PARENT OR LEGAL GUARDIAN OF A DEPENDENT STUDENT CAN PROVIDE CONSENT FOR MEDICAL TREATMENT.

REGULATIONS

1. Schools shall make provision for the temporary care and supervision of students who become sick or injured at school.
2. If an accident occurs or a student becomes ill, the supervisor in charge becomes responsible for taking prudent action in dealing with the injured or sick student.
 - 2.1. The nature and extent of the injury or illness should be ascertained.
 - 2.2. First aid and/or assistance within one's competence should be rendered by the best qualified person immediately available.
 - 2.3. The Principal shall be notified as soon as possible.
 - 2.4. Parents of students shall be notified as soon as possible and advised of the situation and subsequent action should be taken in accordance with their wishes.
3. In the event of student illness or injury, where it is determined that in the best interests of the student that he/she not remain at school, parents will be contacted and requested to come to the school to transport their child home or to an appropriate medical location.
 - 3.1. As warranted, the patient may be accompanied by a staff member or another adult or transported to the hospital or doctor's office by private vehicle or ambulance.
 - 3.1.1. Each School Principal shall be responsible to endeavor to have a staff vehicle at the school each school day for the purposes outlined in the policy statement.

Policy IHCE - *Student Illness and Accidents, Cont'd.*

- 3.1.2. Normally, only designated emergency response vehicles, designed and equipped for this purpose, would be used to transport students and/or staff in emergency situations, however, a staff vehicle may be used when the school Principal deems it more appropriate to do so.
- 3.2. Further, students will not be dismissed from the school until a parent/guardian or emergency contact has provided consent.
4. If the student requires immediate medical attention and the parent cannot be contacted, the employee or agent of the Board 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. provide the health care provider with the student's health care number; and
 - 4.4. remain with the student until:
 - 4.4.1. relieved by the parent;
 - 4.4.2. relieved by another employee;
 - 4.4.3. the student is discharged by the practitioner or medical facility and is taken back to the school or placed in the care of a responsible adult; or
 - 4.4.4. advised by a medical practitioner that there is no further need to remain as the treatment and safety of the student has been undertaken by the medical facility or institution.
 - 4.5. upon arrival at the practitioner or facility, advise those in authority that he or she is not the parent of the student;
 - 4.6. refrain from providing any consent for medical treatment of the student; and
 - 4.7. advise the principal of the situation and action taken.
5. The school shall require employee(s) or agent(s) of the Board involved in providing first aid or obtaining medical services for the student to document:
 - 5.1. student accidents on the District reporting system, paying careful attention to time(s) and observation of the student; and.
 - 5.2. the appropriate accident form should be filled out and submitted to the Principal who in turn shall submit a copy to the Board office
6. In dealing with an injury or illness to a student, first aid treatment administered by the teacher is administered in compliance with the Emergency Medical Act, Chapter E-7.
7. Internal medication must not be given to any student unless the parents or, in the case of an independent student, the student has previously given written authorization for a school staff member to do so as per Policy JFCH.

8. All staff and authorized supervisors are protected by the Board's liability insurance when acting within the scope of their duties as approved by the school administration.



Horizon School Division
School Accident Report Form

Name of Student: _____

Age: _____ Grade: _____

School: _____ Teacher: _____

Time of Accident: Hour _____ Day _____ Month _____ Year _____

Place: _____

Nature of Injury *(Please Describe)*: _____

Treatment Given or Measures Taken:

First Aider: _____

Nurse/Doctor (if known): _____

Other Person: _____

Name of Parents: _____ Parents Notified: Yes No

Witness to Accident: _____

Cause of Accident *(Please Describe)*: _____

Further Particulars: _____

What supervision if any was in effect? _____

Accident insurance – is the student covered? _____

Date Submitted: _____

Name: _____

Position: _____

Signature: _____