

AP 542 STUDENT ILLNESS OR INJURY AT SCHOOL



RATIONALE:

The safety and well-being of students is of primary importance. The response when students are injured or become ill at school must reflect the duty of care school employees are required to provide for students.

PROCESS:

1. In determining a course of action where student safety or well-being is concerned, the rule of thumb should always be to “err on the side of caution.” The parent /guardian or emergency contact person is to be notified immediately in order that he/she may participate in any decision respecting a course of action or treatment for the student.
2. It is the responsibility of every employee who works with students to safeguard the well-being of students, and when an injury or illness occurs, to take appropriate action. Each school shall post in the school office, an inventory of all employees with specialty first aid training who can be called upon where circumstances warrant, to render first aid assistance. This inventory should include but is not limited to, the employee designated as a First Aid Attendant under the Workers’ Compensation Act Regulations.
3. If a student becomes ill at school, follow these guidelines:
 - 3.1 Contact the parent/guardian.
 - 3.2 Place the student in a suitable area (a medical room, if available) that is regularly supervised by the principal or designate.
 - 3.3 If the student is unable to resume normal activity within a reasonable time, contact the parent/guardian (or doctor, if a parent/guardian cannot be reached).
 - 3.4 Keep a record of actions taken.
 - 3.5 If it is decided that the student should not remain in school, follow these guidelines:
 - 3.5.1 Immediately contact the parent or guardian, or the designated person.
 - 3.5.2 If a parent or guardian or the designated emergency contact person cannot be reached, consider calling emergency for ‘transport’ instructions. The emergency first aid designate should determine if the student should:
 - remain at school until the parent is reached
 - be transported to the hospital by private vehicle
 - be transported to the hospital by ambulance
 - 3.5.3 If an emergency develops, immediately summon an ambulance and inform the parent or guardian or the designated emergency contact person.

- 3.5.4** Keep a record of all actions taken.
- 3.6** Internal medication should not be given to any student, except as set out in **AP 503 Medical Alert**.
- 3.7** A permanent record book should be used to enter actions taken when a student becomes ill. The record should be kept in the school office so that it is readily accessible to the teaching staff.
- 3.8** The student's BC Student Information with a Photo report from My Education BC, should be consulted. The form contains information relating to any pre-existing medical condition, such as allergies, diabetic conditions, epilepsy, heart conditions, etc.
- 3.9** An ill student or any student should not be sent home unaccompanied or without knowledge of reasonable supervision.
- 4.** When a student is injured at school or while under school supervision, the following guidelines will apply:
- 4.1** The school employee or parent supervisor (if qualified) having the duty of care, should, if necessary, administer basic first aid treatment.
- 4.2** Significant student injury shall be referred for assessment to one of the first aid-certified individuals whose name appears on the posted list.
- 4.3** The parent/guardian shall immediately be contacted in order that he/she may participate in any decision respecting a course of action or treatment for the student.
- 4.4** The principal or designate, together with the parent/guardian (if available) should then make a decision based on an assessment of the seriousness of the injury either to:
- call an ambulance
 - call a doctor
 - take the student to a hospital
 - place a student in a suitable area that is regularly supervised by the principal or designate
 - return the student to normal activity
- 4.4.1** The principal or designate must complete an Incident Report form as soon as possible.
- 4.5** If the injury is serious, the principal or designate should immediately inform the Superintendent of Schools or the Secretary-Treasurer.

