

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
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ADMINISTRATIVE PROCEDURE GENERAL ADMINISTRATION: NO. 143	
Effective	August 21, 2019
Last Revised	June 30, 2023

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STUDENT ACCIDENTS AND ILLNESS

PURPOSE

This administrative procedure has been developed by system and school administrators of the James Bay Lowlands Secondary School Board to ensure the safety and well-being of students, and to support Board Governance Policy GOV-23 Emergency Response Plans.

This administrative procedure provides direction to govern situations involving students who have taken ill or suffered accidents while in the Board's care.

DEFINITIONS

Minor Accident or Illness: A minor situation is defined as one which can be handled at the school by school personnel.

Major Accident or Illness: A major situation is one that requires the attention of a health care professional.

Parent: All references to parent also include references to caregiver / guardian.

PROCEDURES

1. Responsibilities of the Principal/Designate

- a) The school shall have a Medical Response Team (minimum of four staff) in place at the start of the school year trained in First Aid and Naloxone administration.
- b) The principal will ensure that First Aid supplies, including a Naloxone (Narcan) kit for use in the case of an opioid overdose, are inspected on a regular basis and maintained at an appropriate level in the school office.
- c) With parent consent, pertinent updated information on serious chronic illnesses and allergies will be maintained in a student's Ontario Student Record (O.S.R.) file.
- d) With parent consent, the principal shall maintain a master list of students with conditions that may require an emergency response. The principal will make this information available to staff through a medical information display board in the staff room and in medical information folders provided for on-call casual staff.

- e) The principal will review with staff at the beginning of the school year the existence of any medical conditions that may require an emergency response.

2. Responses to Minor Accidents and Illness

- 2.1 A student who suffers a minor illness or accident during the school day will be referred to the office and provided with appropriate attention.
- 2.2 Office staff will contact parents and share information with regard to a minor injury or illness that took place during the school day.
- 2.3 If the student is unable to return to class within a reasonable time, arrangements may be made to have the student taken from the school.

3. Responses to Major Accidents and Illness

- 3.1 When a major situation arises, the adult who discovers the situation shall:
 - a) remain with the student; and
 - b) notify the office to dispatch the Medical Response Team.
- 3.2 Once the Medical Response Team has assessed the situation, a decision will be made with respect to the urgency of medical attention needed.
- 3.3 The Medical Response Team will decide upon the advisability of moving the injured student. If there is any possibility of spinal injury or the student is unconscious following a head injury, the team **WILL NOT MOVE THE STUDENT**. The team will summon additional medical assistance.
- 3.4 All head injuries and injuries involving complaints of internal pain warrant special attention. A designated staff member will remain with the student until (s)he is confident that there is no immediate danger and check at regular intervals throughout the school day to ensure that there are no complications that might- require medical attention. When in doubt, the Medical Response Team will err on the side of caution.
- 3.5 Immediate action must be taken in the case of a serious head injury. See Administrative Procedure 318 Student Concussion for detailed instructions.
- 3.6 Immediate action must be taken in the case of an opioid overdose as set out in Administrative Procedure 317 Opioid Overdose Response Plan.
- 3.7 Where appropriate, a member of the Medical Response Team may accompany the student to the clinic or hospital.
- 3.8 After an ambulance is called, the school shall secure the following information:
 - a) a description of the accident or illness;
 - b) the action taken; and

c) any other pertinent medical information.

3.9 The information referred to in subsection 3.8 above will be relayed to the clinic or hospital as quickly as possible.

3.10 As soon as possible, without interfering with the process of securing medical assistance, the parent will be notified.

3.11 Police assistance may be requested in locating the parents if deemed necessary.

3.12 As soon as practical, following any situation covered by this administrative procedure, an Accident and Illness Report must be completed [See Appendix A.] and incident documented in School Information System (Edsembli).

4. Tragic Accidents

4.1 A tragic accident is one involving death or extended hospitalization.

4.2 Tragic accidents, because of the sensitivity involved and the public scrutiny, require the principal to take the following actions:

a) contact the supervisory officer who in turn will advise the finance and human resources administrator and the chair of the Board.

b) advise the teacher responsible for the supervision of the student at the time of the accident to inform the Ontario Secondary School Teachers' Federation (O.S.S.T.F).

c) instruct the teacher that all public inquiries are to be referred to the principal.

d) refer the media to the Director of Education.

4.3 The Director of Education shall:

a) inform the finance and human resources administrator;

b) attend any interviews involving the police;

c) meet with the finance and human resources administrator to review all information and prepare a statement for the press if necessary; and

d) consult with the parent before issuing a detailed statement to the press.

4.4 The Director of Education and the principal shall:

a) meet as soon as possible to review the situation; and

b) prepare a comprehensive report.

REFERENCE DOCUMENTS**Legal:**

Education Act, Section 169.1 (1) Board Duties and Powers: Promote Student Well-Being

Education Act: Section 265 Duties of Principal: Care of Pupils

Education Act: Section 265 Duties of Principal: Report to Medical Officer of Health

Ontario Regulation 298 Operation of Schools General, Section 20 Duties of Teachers: Ensure that all reasonable safety procedures are carried out

Board:

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-09 Board Communications

Board Policy GOV-23 Emergency Response Plans

Administrative Procedure 317 Opioid Overdose Response Plan

Administrative Procedure 318 Student Concussion

Administrative Procedure 319 Anaphylaxis

Administrative Procedure 320 Support for Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy)

Administrative Procedure 321 Administration of Medication and Medical Procedures

Administrative Procedure 365 Suicide Prevention, Intervention, and Response

APPENDIX A

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
STUDENT ACCIDENT REPORT

STUDENT'S LAST NAME: _____ FIRST NAME: _____

D.O.B.: _____ AGE: _____ GRADE: _____ PHONE: _____

DATE OF ACCIDENT: _____ TIME OF ACCIDENT: _____ a.m. /p.m.

HISTORY OF ACCIDENT

Where did the accident occur? _____

What was the student doing at the time of accident? _____

What happened to cause the injury? _____

Identify supervision at time of accident: _____

Nature of injury: _____

Part of body injured: _____ (specify Left or Right)

Degree of injury if known: _____

Describe medical attention: _____

Ambulance Called: Yes or No Referred to Clinic: Yes or No

Name of Parent/Guardian Contacted: _____ Date: _____ Time: _____

Follow-up Plan after Parent / Guardian Contact Made: _____

Report prepared by: _____ Date of Report: _____

PREPARE REPORT IN DUPLICATE:

1 copy – Director of Education

1 copy—School File

Report Entered into Edsembli

Signature of Principal / Designate

Date