

## STUDENT HEALTH SERVICES AND REQUIREMENTS

In order to realize the Board's policy of securing for the students of the Division a reasonable level of safety and well-being, health activities may include identification of student health needs, health screening tests, communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a sanitary, safe and healthful school environment.

The Division recognizes that parents/guardians have the primary responsibility for the health of their students. Schools will cooperate with parents/guardians and with appropriate professional organizations associated with maintaining individual and community health and safety.

### Procedures for Emergency at Schools

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents/guardians shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The Division shall identify emergency procedures to be utilized by Division personnel for handling emergencies. Procedures shall include the following:

#### 1. Student Illness or Injury

In case of illness or injury, the parent/guardian will be contacted and asked to pick up the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent/guardian cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will be the responsibility of the parent/guardian.

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Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

In all cases of accidents or illness, the teacher on duty or at hand shall report the matter to the principal. Serious accidents shall be reported within 24 hours to the Superintendent's office. If an accident is caused by conditions on school premises, the principal shall take steps to remedy the situation.

## 2. First Aid

First Aid measures shall be undertaken whenever possible by a person with basic first aid training, but may be provided by a teacher or principal in the absence of such a person. In severe cases requiring prompt medical attention, the school may call an ambulance or transport the student to the hospital or physician location with prior approval of the parent/guardian. In an emergency situation, if the parent/guardian cannot be reached in a timely fashion, the school will take necessary steps to provide medical attention but will place the financial responsibility for all expenses incurred upon the parent/guardian.

In cases of non-life threatening illness or non-emergency situations, the parent/guardian will be notified by the school and the parent/guardian will be responsible for making all transportation arrangements from the school and providing any medical attention the parent/guardian deems necessary.

## 3. Head Injury with Signs of a Concussion

Staff or volunteers who become aware of a student who has suffered a head injury with signs of a concussion shall notify the parents/guardians by providing them with the Advisory Notice of Head Injury JLC – E1 and Medical Assessment Letter. The school Principal shall also be informed immediately so that the protocols for Return to School / Return to Sport JLC–R can be implemented after medical assessment has been completed.

Parents are encouraged to report to the school immediately if their own child suffers a head injury with signs of a concussion. Students are also encouraged to report a head injury to school office staff. When information is received by a staff member or volunteer that a student has experienced a head injury with signs of a concussion the staff member or volunteer shall promptly notify the Principal.

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#### 4. Communicable Diseases (as defined in *The Public Health Act* and its Regulations)

Teachers who become aware of a student with a communicable disease will notify the principal who shall notify the appropriate local health authority that he has reason to believe that a pupil attending the school has been exposed to or is suffering from a communicable disease.

#### Administration of Medicines

Any administration of medicine must be undertaken with strict adherence to the protocol provided in Regulation JLCD–R of the Division.

#### Health Records

Health records shall be maintained in a secure manner in accordance with the provisions of the Laws of the Province of Manitoba. Access to such files shall be limited to only those school personnel who have a specific and legitimate educational interest in the information for use in furthering a student's academic achievement and maintaining a safe and orderly school environment.

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