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| **20.0 MEDICAL EMERGENCIES** |

**VALID FIRST AIDER / CPR CERTIFICATION:**

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| **Name** | **Level of CPR/First Aid**  | **Training valid until (date)** |
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**LOCATION OF FIRST AID KITS IN SCHOOL:**

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| **AREA** | **LOCATION** |
| Example: Gym | Phys. Ed. Office |
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| **STUDENT ILLNESS / INJURY** |

**RESPONSIBILITIES:**

**School Staff:**

* Quickly assess the situation. Ensure the situation is safe for you to approach.
* Immediately notify the School Principal / Vice Principal / Designate.
* Assess the seriousness of the injury or illness.
* Call or have someone call 9-1-1 immediately. Be prepared to provide the school’s name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
* Protect yourself against contact with body fluids (blood borne pathogens).
* Administer appropriate first aid according to your level of training until help arrives.
* Comfort and reassure the injured person. Do Not Move an injured person unless the scene is unsafe.
* If the injured person is not breathing or there is no pulse, ask someone to retrieve the Automated External Defibrillator (AED) and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use, or call staff trained in the use of the AED to respond to the scene and apply the device

**School Principal / Vice Principal / Alternate:**

* Direct staff to call 9-1-1, if necessary, and provide appropriate information to emergency responders.
* Send school staff with first responder/first aid/AED training to the scene if this has not already occurred.
* Assign a staff member to meet emergency medical service responders and lead them to the injured person.
* Assign a staff member to remain with the injured person if they are transported to the hospital.
* If an injured person is a member of school personnel or a student, notify parent, guardian, or other appropriate family member of the situation, include type of injury or illness, medical care given and location where the injured person has been transported.
* Ensure student or staff medical information from administrative records is sent to the hospital.
* Contact a parent/guardian and inform them of the situation / injury.
* Notify the school counselor or crisis response team and provide a brief description of the incident.
* Advise faculty and staff of the situation, as appropriate.
* School officials should not make decisions regarding medical treatment of students who are ill or injured in the school. Parents should be contacted, and instructions obtained from them.
* Students should be required to wait in the school until such time as some directive from the parent/guardian is received. When in doubt, do not leave injured or very ill children unattended.
* Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.
* Serious accidents shall be reported within immediately to the Superintendent’s office and to the Divisions Safety & Health Officer. If an accident is caused by conditions on school premises, the principal shall take steps to remedy the situation.
* Depending on the situation, the principal may decide to send a staff member with the child. The secretary will continue to attempt to contact a parent/guardian until someone is reached.
* Develop and maintain written documentation of the incident. Follow-up with appropriate people and determine if other procedures should be contacted such as the Director of Clinical and Extended Services for **MENTAL HEALTH AND HEALING**.

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| **STAFF ILLNESS OR INJURY** |

**INJURED WORKER:**

* Report your injury as soon as practical to your supervisor, but no later than the end of your work shift.
* See medical treatment for your injury. First aid measures must be applied immediately.
* Complete the required paperwork for your injury and forwarded to the Division S&H Officer.

**SUPERVISOR:**

* Render first aid to the injured worker.
* Direct staff to call 9-1-1, if necessary, and provide appropriate information to emergency responders
* Assign a staff member to meet emergency medical service responders and lead them to the injured person.
* Assign a staff member to remain with the injured person if they are transported to the hospital.
* Notify the family of the situation.
* Advise staff of the situation, as appropriate.
* Transportation of a staff member by divisional personnel will be done only in an emergency and by the individual so designated by the supervisor.
* Serious accidents shall be reported immediately to the Superintendent’s office and to the Divisions Safety & Health Officer. If an accident is caused by conditions on Divisional property, the supervisor shall take steps to remedy the situation.
* Develop and maintain written documentation of the incident.
* Ensure the injured worker has completed all necessary paperwork for the injury prior to leaving. This may include: HUB/MSBA accident report; WCB paperwork; and the Occupational Health Assessment Form.

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| **POISON** |

In the event a student is poisoned at school, do the following:

* Phone 9-1-1- and ask for Poison Treatment
* Or contact the Poison Helpline: 1-855-764-7669

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| **EMERGENCY AMBULANCE SERVICES** |

* In an emergency, sickness, or accident situation, where an ambulance may be required to transport a person or persons to a hospital, emergency 911 will be called.
* If the emergency involves a student, a copy of the medical information and health care plan, which the parent/guardian has authorized on the School Registration Form, should be made for the admitting hospital.
* All schools participate in the Universal Student Accident Insurance Program whereby all students in the division are insured while at school, involved in school activities away from school premises, or while travelling to or from school or to or from a school activity.
* Any staff member that is involved in a workplace accident where that staff member sustains an injury, as a result of Divisional property or procedures, which require ambulatory care are covered by the Division.
* The billing for ambulance services will be forwarded to the individual staff member or, if a student, to the parent/guardian.
	+ For Staff:
		- When submitting the expense of an ambulance, the original ambulance invoice must first be submitted to the staff member benefits plan first as they are the first payor.
		- If there is more than one insurance carrier (e.g., public, private, spouses, group insurance, etc.), benefits are coordinated. The claim is to be submitted to the other insurance carrier first; once the Explanation of Benefits is received, please forward the documents along with a copy of the ambulance invoice to Secretary Treasurers department for reimbursement.
	+ For Students:
		- In the event where a student needs ambulance services, coverage should be confirmed with the parent first. A parent/guardian’s plan is first payor.
		- If there is more than one insurance carrier (e.g., public, private, spouse, group insurance, Voluntary Student Accident Coverage, etc.), benefits are coordinated. The claim is to be submitted to the other insurance carrier’s first; once the Explanation of Benefits is received, it is forwarded to iA Financial Group with copies of the claim.
		- If there is no other insurance plan, then the school directs the parent/guardian to submit the ambulance claim to iA Financial Group (Accident Reimbursement Plan Claimant Statement Form) for reimbursement (or school can do it on the parent/guardian's behalf). When submitting the expense for ambulance services, the original Ambulance invoice must be submitted together with the iA Financial Group claim form.