

## **EMPLOYEE HEALTH SERVICES AND REQUIREMENTS**

For the purposes of this policy and any related regulations or exhibits, the term employee is used to refer to any staff, contractors, volunteers or visitors in Pembina Trails School Division.

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

The Division recognizes that employees have the primary responsibility for their own health. Schools will cooperate with employees and with appropriate professional organizations associated with maintaining individual and community health and safety.

### **Procedures for Emergency at Schools**

School personnel shall give emergency care to employees who become ill or injured on school property, buses, or while engaged in work related activities.

Each year employees shall supply information indicating where the employee is to be taken in case of an emergency; the name, address, and phone number of an emergency contact in case the employee is incapacitated; and any allergies, diseases or medical conditions the employee might have.

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

#### **1. Employee Illness or Injury**

In case of illness or injury where a serious incident has taken place, emergency services will be called. For minor injuries where medical treatment may still be required a staff member or emergency contact may transport the employee.

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If the emergency contact cannot provide transportation and the employee is ill or injured, an ambulance may be called or if less urgent, transportation may occur by a staff member designated by the school administrator. If the illness or injury occurs on school division property or is a result of a division policy, procedure/process or task, then the school division will pay for the cost of the ambulance. If the injury or illness is as a result of an employee's personal health, then the cost of the ambulance will be the responsibility of the employee.

In all cases of accidents or illness, the employee shall report the matter to the principal. Serious accidents shall be reported immediately to the divisional Safety Officer and 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 any staff member in the absence of such a person. In severe cases requiring prompt medical attention, the school may call an ambulance or transport the employee to the hospital or physician location. In an emergency situation, if the emergency contact cannot be reached in a timely fashion, the school will take necessary steps to provide medical attention.

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

Communicable diseases, when diagnosed, requires health providers (usually by law) to report to their local public health officials. Some examples of communicable diseases are Ebola, Hepatitis B, Hepatitis C, etc.

Employees shall notify the principal who shall notify the appropriate local health authority that they have reason to believe that an employee has been exposed to or is suffering from a communicable disease. If the employee is at work, they will be required to go home until their physician indicates that they are no longer considered a risk to other staff.

## 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 interest in the information for use in maintaining a safe and orderly school environment. Information from the exhibit will be stored in a secure manner, accessible only to those who must see it (principal and/or designate) to ensure the safety of employees and the school environment.

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