

AP 326 – Student Illness or Injury at School

Background

The safety and well-being of students is of primary importance. This section provides guidelines for response if a student is injured or becomes ill while in the care and custody of the school, and for using an ambulance to transport students, if necessary.

Procedures

1. In determining a course of action where student safety or wellbeing 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 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 emergency contact 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 situation 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 328, Administration of Medication to Students.
- 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 Medical Planning Form, which must be kept up-to-date and retained in the school office, should be consulted. The form contains information relating to any pre-existing medical condition, such as allergies, diabetic condition, epilepsy, heart condition, 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 Every 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.
- 4.6 An injured student should not be sent home unaccompanied or without knowledge of reasonable supervision.
5. When the services of an ambulance are required, the principal or designate will follow these steps:

- 5.1 summon the ambulance and provide the ambulance attendant with the “Ambulance Information” form
- 5.2 contact the parent or guardian or designated emergency contact person
- 5.3 complete [the Incident Report form](#) and submit it immediately to the Secretary-Treasurer.

Appendix [AP326-1 Ambulance Information Form](#)

References AP 327 – Medical Alert Conditions
AP 328 – Administration of Medication to Students
AP 330 – Allergic Shock (Anaphylaxis)
Child Abuse Protocol – [Emergency Standard Operating Procedures](#)
Child Protection Services - [Emergency Standard Operating Procedures](#)

Last Revised: May 2013

AP326-1 Ambulance Information Form

Surname: _____

Given Name: _____ Middle Initial: _____

Postal Address: _____

City: _____ Prov: _____ Postal Code _____

Parent/Guardian - Home Phone # _____ Work # _____

Emergency Contact - Name _____ Phone # _____

Medical Services Plan # _____

Family Doctor _____ Phone # _____

Medical Specialist (if applicable) _____ Phone # _____

Birthdate: Year _____ Month _____ Day _____

Height: _____ Weight: _____ Sex: M or F

Medications (give details of regular and emergency medications taken)

Allergies:

Relevant past medical history (recent surgeries, conditions, etc.)