

Calgary Science School Student Health Handbook

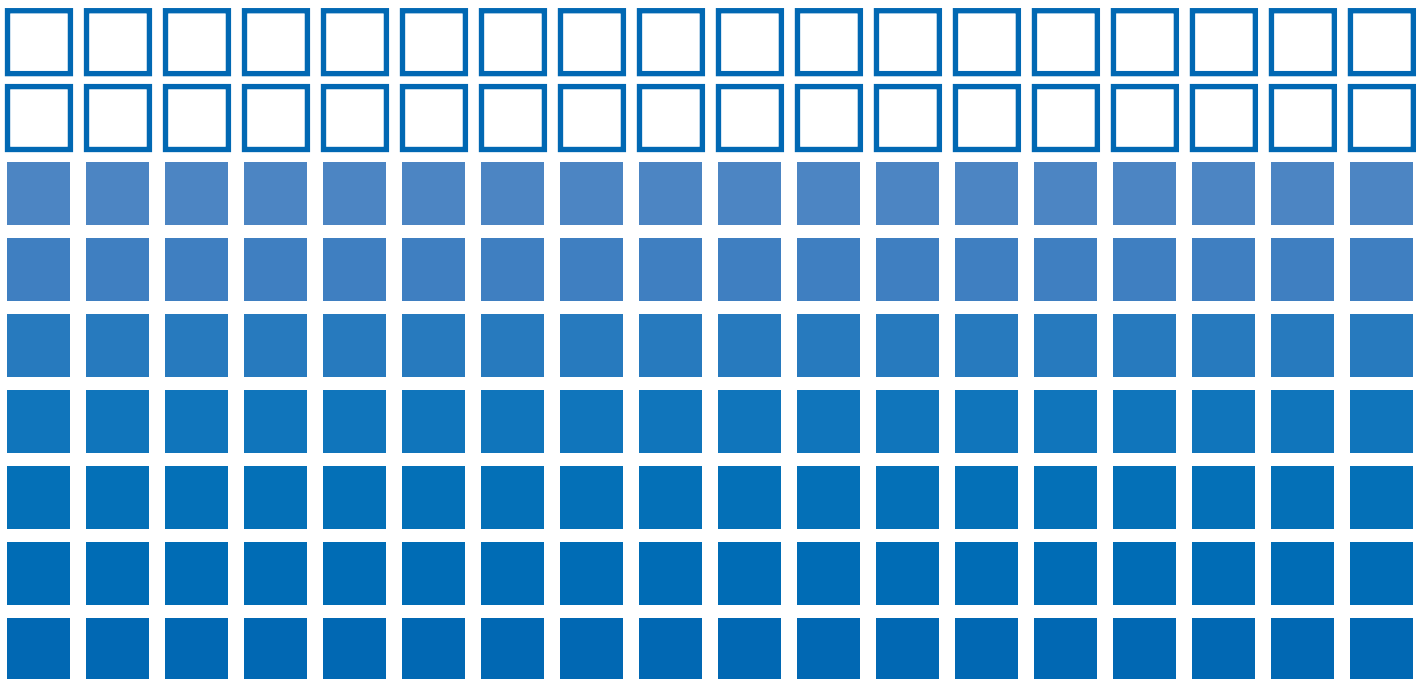
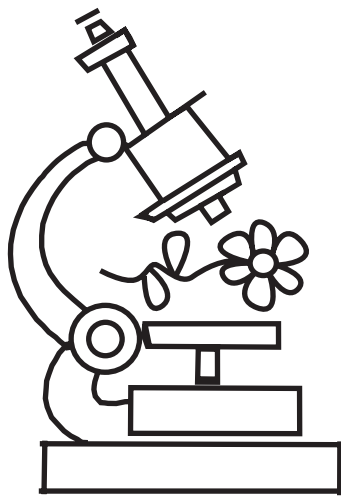


TABLE OF CONTENTS

Student Health and Safety Policy..... 1

PROCEDURES

A. Disclosure of Health and Medical Information..... 5

B. Administration of Medication 5

C. Medical and Health Related Emergencies 6

D. Allergies and Chronic Illnesses 7

E. First Aid Training..... 7

F. Maintaining a Safe and Caring Community 7

G. Suicide Prevention, Intervention, and Postvention..... 8

H. Substance Abuse 10

I. Child Abuse 10

J. Child Custody 10

APPENDIX A

Authorization to Administer Medication and Release of Liability..... 11

APPENDIX B

Incident Report..... 13

CALGARY SCIENCE SCHOOL SOCIETY

Policy Title: Student Health and Safety

Policy No. 6.04

Legal Reference: School Act Section 47
 Alberta Education Policy 1.6.1 Section 1.2
 Emergency Medical Assistance Act, Chapter E-9
 Child Welfare Act Section 1(2) and (3), Section 3
 Freedom of Information and Protection of Privacy Act

RATIONALE: The Calgary Science School Board recognizes that good health is an essential component of ensuring that students achieve their personal and educational goals. This objective is supported through the establishment of policy and procedures related to the administration of student health matters within the jurisdiction of the school.

POLICY: The Calgary Science School Board will ensure that the health and safety of all students is given priority consideration when planning all activities. Furthermore, school staff will ensure that all equipment and buildings are adequately maintained to minimize risk of injury to students.

PRINCIPLES:

1. Attention to student health matters is a fundamental component of a healthy and nurturing school community.
2. All staff members play a critical role in the identification and amelioration of student health issues.
3. Parents or guardians are recognized as primary caregivers to their child(ren) and must be relied upon to provide timely and accurate information to the school regarding student health concerns that may impact their child’s educational program.
4. All information regarding student health matters is subject to Freedom Of Information and Protection of Privacy guidelines.
5. The effective administration of grade specific health curricula will provide students with a framework by which to proactively recognize healthy lifestyle choices.

First Reading _____

Motion _____

Adopted _____

Motion _____

Amended _____

Motion _____

 Superintendent

 Superintendent

PROCEDURES

The school's Student Health and Safety Manual will detail the roles and responsibilities of staff, parents, and students in the following areas:

- A. Disclosure of Health and Medical Information**
- B. Administration of Medication**
- C. Medical and Health Related Emergencies**
- D. Allergies and Chronic Illnesses**
- E. First Aid Training**
- F. Safe and Caring Schools Program**
- G. Suicide Prevention, Intervention, and Postvention**
- H. Substance Abuse**
- I. Child Abuse**
- J. Child Custody**

PROCEDURES

A. Disclosure of Health and Medical Information

Parents or guardians are responsible for notifying the school of their child's health needs and are expected to provide timely and accurate information about health concerns that could affect the child's behaviour and learning and/or the well being of other students and staff. Health and medical concerns are to be reported annually on the appropriate forms provided.

B. Administration of Medication

1. The administration of medication to students is the responsibility of the parent/guardian and the student's physician.
2. Students are expected to take required medications at home or under the supervision of a parent/guardian.
3. Notwithstanding sections 1 and 2 above, medications may be taken by a student at school provided that:
 - a. The student's attendance depends upon taking medication at school and may require assistance from designated staff to do so.
 - b. A properly completed and signed '**Authorization to Administer Medication and Release**' Form is received from the parent and approved by the Principal.
 - c. In the case of prescription medications, an attending physician's signature is also required on the aforementioned form confirming that administration of such medication is within the realm of competence of an adult untrained in medical procedures.
4. An '**Authorization to Administer Medication and Release**' Form (Appendix A) is only valid for the school year and must be updated by the parent/guardian as required to reflect any changes in administration of a student's medication.
5. Information concerning the administration of medication to a student is to be recorded and stored in the student record file for the duration of the medication period.
6. Students are expected to assume as much responsibility as possible for the safe handling and self-administration of medication.
7. Medications are to be stored at school in accordance with the following requirements:
 - a. Prescription and non-prescription medications must be contained in original child proof containers clearly labeled with the student's name, common name of medication, dosage and administration instructions.
 - b. All medications are to be stored in a secure facility within the main office, keyed for access by all staff as required.
 - c. A record of medications in storage must be maintained and kept in the storage facility.
 - d. Unused medications are to be returned to the parent/guardian at the end of the school year.

8. In the event that medication must be administered during a field trip, it is the parent or guardian's responsibility to ensure that the teacher in charge is aware of the need for assistance and the medication is properly packaged, labeled, and given to the teacher or designated staff member for storage during the activity.
9. Any medications remaining in the storage facility at the end of the school year will be returned to the parent or guardian of the student.
10. Arrangements to administer medication will remain in effect only as long as they are satisfactory to the Principal and staff members responsible.

C. Medical and Health Related Emergencies

1. When a student is deemed to require immediate medical attention due to accident or illness the following procedures are to be followed in conjunction with those detailed in the *Crisis Management Procedures Manual*:

- a. Contact Emergency Medical Services (911).
- b. Contact a parent/guardian or emergency contact person as soon as possible.
- c. Provide emergency first aid as required and ensure an adult remains with the student until relieved by a parent/guardian or emergency medical personnel.
- d. If the nature of the student's condition indicates that moving them will cause further injury, they should be immobilized until emergency medical personnel arrive.
- e. If a parent/guardian cannot be contacted, provide medical assistance as required and notify the parent/guardian as soon as practicable.
- f. Notify the Principal of the incident as soon as possible.
- g. Complete an *Incident Report* (Appendix B) as soon as practicable after the event.

2. If a student is transported to a medical facility without a parent/guardian being contacted, a staff member must accompany the student until relieved by a parent/guardian or until the student is discharged from medical care, at which time the attending staff member will accompany the student back to school unless otherwise directed by the parent/guardian.

3. Notwithstanding the requirement to provide the most immediate care to the student, all decisions regarding medical treatment are to be left to the parent/guardian and the student in consultation with medical staff.

4. A student who suffers a minor injury or becomes ill at school is to receive treatment within the parameters of first aid training and resources available to staff members.

5. Any student placed in the medical room is to be monitored by staff.

6. A parent/guardian or emergency contact person is to be notified when a student complains of any illness or injury at school.

7. A student being dismissed from school due to illness or injury must be released to a parent/guardian or designate. Students are not to be dismissed without supervision unless directed to do so by a parent/guardian.

D. Allergies and Chronic Illnesses

1. Parents/guardians are responsible for informing the school of any allergies or chronic illnesses that may impact a student's attendance or performance at school. This information must include:
 - a. Nature of allergy or illness
 - b. Symptoms and/or indications requiring intervention
 - c. Emergency treatment procedures
 - d. Possible side effects or reactions to treatment
 - e. Name and phone number of attending physician.
2. Parents are to be informed that staff members are not specifically trained to administer medication or provide treatment for medical conditions.
3. In accordance with Section B of this policy, any medication or anti-allergen that a student may require must be properly stored and labeled for identification in a secure facility within the school office.
4. Accurate and current records of all students with severe allergies or chronic illnesses that may require emergency intervention are to be maintained in the office and confidentially circulated to all staff members.
5. Notwithstanding the foregoing, allergic reactions and chronic illnesses are to be dealt with in the same manner as Medical and Health Related Emergencies cited in Section C.

E. First Aid Training

1. In recognizing the potential for illness or injury to occur among students and staff, all staff members will receive accredited first aid certification training according to a schedule to be determined by the Professional Development Committee and school administration.

F. Maintaining a Safe and Caring Community

1. The Calgary Science School embraces the philosophy that all members of the school community have the right to be treated with dignity and respect at all times.
2. School staff will investigate every reported instance of bullying, harassment, or intimidation and will ensure that appropriate action is taken in accordance with the Discipline Policy and with the best interests of all parties being of primary consideration.
3. Parents of students involved in bullying, intimidation, or harassment incidents will be notified of the circumstances and subsequent course of action when applicable.

G. Suicide Prevention, Intervention, and Postvention

1. The Calgary Science School will develop and maintain plans for suicide **prevention, intervention and postvention**.
 - a. Plans for these three components are to be developed as follows:
 - i. **Prevention** - Curricular inputs which educate students regarding coping and problem-solving strategies for living and which provide students with specific information relating to suicide at appropriate points in their education.
 - ii. **Intervention** - Provision for the early recognition of suicide potential, direct contact with the student involved, and referral to system and outside resources as necessary for assessment and care.
 - iii. **Postvention** - Plans for dealing with students and staff after a suicide (or other major loss) involving one of their members has occurred.
 - b. Plans are to be developed and kept current by the principal in consultation with staff and appropriate resource personnel.
 - c. Plans are to be included in the school's staff handbook and made known to all school staff (certificated and non-certificated) at the commencement of each school year.
2. At least one certificated staff member will serve as a "**Suicide Prevention Trainer**".
3. The Suicide Prevention Trainer is responsible for:
 - a. Becoming knowledgeable regarding suicide prevention, intervention, and postvention.
 - b. Providing in-service training to school-based staff designated intervenors.
 - c. Responding to requests from staff for consultation pertaining to students or to the subject of suicide in general.
4. At least one member of the certificated staff of every school is to be assigned responsibility for serving as a "**Designated Intervenor**" to:
 - a. Participate in the "Suicide Prevention Training Program (SPTP)" workshop.
 - b. Serve as a resource person to other staff within the school in matters pertaining to suicide prevention, intervention, and postvention.
 - c. Familiarize all school staff at the commencement of each school year with the following:
 - i. Suicide prevention awareness materials
 - ii. Prevention and intervention procedures.
5. Through the initiative of the principal, all certificated and non-certificated staff are to be provided with in-service activities designed to assist them in becoming and remaining familiar with the school's suicide prevention plans and with the knowledge required to implement them. The services of the school's designated intervenor are to be used in providing in-service training.

6. Plans for suicide prevention will include measures such as the following:
 - a. Providing instruction regarding the subject of suicide to students as a part of the elementary and junior high health curricula.
 - b. Dealing with suicide in curriculum wherever it is relevant and appropriate to do so.
 - c. Using staff from the Canadian Mental Health Association and other suitable community resource agencies.

7. Plans for suicide intervention will enable staff to become knowledgeable regarding the following subjects:
 - a. Indicators that a student may be (or may become) at risk of considering or attempting suicide.
 - b. Resource personnel:
 - i. School's Designated Intervener(s)
 - ii. Area Office trainer(s)
 - iii. Mental Health and other community contacts.
 - c. Action to be taken when students exhibit behaviour which indicates that they may become a suicide risk,:
 - i. Staff are to make their observations known to their school's designated intervener and principal.
 - ii. The designated intervener (and/or principal) is to consult with parents (and/or Child Welfare Services, if justified), and professional workers as judged appropriate in order to determine what assistance and further action is needed.
 - d. Action to be taken when a student is judged to be at immediate risk of attempting suicide or when a student attempts it:
 - i. Summon emergency medical care if injury has occurred.
 - ii. Make immediate contact with a parent if possible. If justified, Child Welfare Services may be contacted either in addition to or in place of contact with a parent.
 - iii. Obtain professional assistance as judged appropriate.
 - iv. Make plans for ascertaining that the student receives follow-up care.
 - v. Remain in the student's company until a parent, a law officer or professional assistance arrives.

8. Plans for suicide postvention will address a range of subjects detailed in the ***Crisis Management Manual*** (Appendices IX to XVI).

H. Substance Abuse

1. The inherent dangers involved with the use of drugs, alcohol, tobacco, and inhalants will be taught to all students in a grade appropriate manner. The Public Health Nurse and related community agencies (i.e. – AADAC) will be utilized as resources for this purpose.
2. Student use, possession of, distribution of, or active contact with drugs, alcohol, tobacco or inhalants in school, on school board property or in the context of any school-related activity are prohibited.
3. In any case where a student has contravened Section 2 above, school administration will thoroughly investigate the matter and will take immediate action to:
 - a. Assess the student's immediate medical needs, if any, as a result of substance use.
 - b. Contact a parent / guardian to inform them of the incident and provide assistance in obtaining follow up care and / or treatment as deemed appropriate.
 - c. Ensure the student's actions are addressed in accordance with the Discipline Policy.

I. Child Abuse

1. Any staff member who has reasonable and probable grounds to believe that a child is in need of protective services shall forthwith report the matter to Child and Family Services.
2. A staff member reporting suspected child abuse shall inform the Principal as soon as practicable.

J. Child Custody

1. The Calgary Science School will observe the terms and conditions of any custody and access agreement or court order that has been provided in writing by a parent/guardian or authorized social agency.
2. A student is only to be released to a non-custodial adult with the expressed consent of the parent/guardian.
3. When a student is released to a non-custodial adult, the following information must be obtained and recorded:
 - i. Student name
 - ii. Non-custodial adult's name, address, and phone number
 - iii. Street address of destination if other than the student's home
 - iv. Reason for student's departure from school
 - v. Time of departure.

PHYSICIAN'S ENDORSEMENT:
 (Required for the administration of all prescription medications)

| | |
|---|--------------------------|
| The information contained in this form is correct and accurate. <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| The assistance being requested of school staff is within the competence of a person untrained in medical procedures. <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Physician's Name (Please Print) | Physician's Phone Number |
| Physician's office address | |
| Signature of Physician | Date |

ACKNOWLEDGEMENT AND RELEASE OF LIABILITY BY PARENT OR LEGAL GUARDIAN:

I do hereby acknowledge that:

1. The student and the student's parent or legal guardian is primarily responsible for the administration of medication.
2. Approval of this request is valid only for the school year or date range specified.
3. Any change to the student's medical condition or medication requirements is to be brought to the Principal's attention as soon as practicable.
4. Action taken by staff will be limited to what is possible in a school setting or during school activities by persons untrained in medical procedures.

In signing this request for school staff to assist with the storage and/or administration of medication I release the Calgary Science School, its servants, employees and agents from and against all claims, suits, demands, and actions whatsoever taken now or in the future which may arise from the administration of the indicated medication to the student named herein. Furthermore, I authorize the staff to take emergency action as deemed appropriate in the event of an adverse reaction to the administration of this medication.

 (Parent/Legal Guardian – Print) (Parent/Legal Guardian – Signature) (Date)

This information is collected under the authority of Alberta's *Freedom of Information and Protection of Privacy Act* (FOIP) and the *School Act*. The information will be used to assist with the administration of medication as described to the student named herein.

**APPENDIX B
INCIDENT REPORT**

Calgary Science School
5915 Lewis Drive SW
Calgary, AB T3E 5Z4

| YEAR | MONTH | DAY |
|------|-------|-----|
| | | |

Complete a separate form for each person involved in the incident.

| | | |
|--|--|-----------|
| Name of Student / Teacher: | DOB: | Grade: |
| Incident Date: | Time: | Location: |
| Parent/Guardian: | Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Home Address: | Postal Code: | Phone: |
| Nature of Incident (i.e. – accident, illness, threat of harm – be specific) | | |
| Activity at time of incident (e.g. field trip, recess, lunch, Phys. Ed.): | | |
| Please describe how the incident happened (use additional pages if necessary and attach securely) | | |
| Describe the nature of any injuries or illness? (e.g. arm broken, puncture leg wound, chipped tooth, seizure) | | |
| What type of treatment was administered? By whom? | | |
| What comments/instructions were given by the parent upon being contacted: | | |
| Please indicate the type of transportation used (if any): <input type="checkbox"/> Stayed at school <input type="checkbox"/> Parent <input type="checkbox"/> Ambulance <input type="checkbox"/> Other (specify): _____ Name of hospital or clinic individual was taken to: | | |
| Please list any witnesses to the incident: | | |
| What action was taken to prevent recurrence of this incident? By whom? | | |
| Who prepared this report? | Supervisor at time of incident | |
| Principal: | Principal's signature: | |