



## **ILLNESS/INJURY OF CHILDREN AT SCHOOL**

### **GOVERNANCE POLICY**

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#### **1.0 PRINCIPLES**

- 1.1. The South Shore Regional Centre for Education (SSRCE) believes it has a responsibility to provide short-term care for students who may become ill or injured at school.
  - 1.1.1. This responsibility ends when a family member, their designate(s), or appropriate health care officials take over the care of the child.
- 1.2. The SSRCE believes that, in order to minimize the likelihood of illness spreading to the school community and to allow for recovery or for medical treatment, children who are ill should not be sent to school.
- 1.3. The SSRCE requires each school to have a staff member qualified in First Aid, in accordance with the Nova Scotia Occupational Health and Safety Act, who can provide immediate care and/or determine if more advanced care beyond what the school can provide, is required.

#### **2.0 POLICY FRAMEWORK**

- 2.1. This policy complies with the Education Act and other related provincial acts and policies.
  - 2.1.1. Nova Scotia Occupational Health and Safety Act

#### **3.0 AUTHORIZATION**

The Regional Executive Director is authorized to issue procedures in support of this policy.

## ILLNESS/INJURY OF CHILDREN AT SCHOOL

### ADMINISTRATIVE PROCEDURES

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#### 1.0 PROCEDURES

#### 2.0 RESPONSIBILITIES

#### 1.0 PROCEDURES

- 1.1. In the case of student illness, the school principal or teacher shall notify the family as soon as possible so that arrangements may be made to take the sick child home.
  - 1.1.1. The names and phone numbers of family members and an emergency contact shall be kept at the school office.
- 1.2. If notification is not feasible, the principal or teacher shall have the child taken to a designated area until they can be taken home. As the child's condition could change, the child must be monitored and supervised by staff, at all times.
- 1.3. Under the Occupational Health and Safety Act, a list of staff currently certified in First Aid and their location and/or phone number at school shall be kept at the school office and posted throughout the workplace so it can easily be seen by all persons.
- 1.4. In the case of a student injury, emergency first aid by a qualified individual shall be administered and the family contacted as soon as possible.
  - 1.4.1. In the case of a serious injury or if staff are unsure of the extent of the injury (e.g. head injury), 911 is to be called immediately and then the family or emergency contacts shall be contacted. If contact cannot be made, the student shall be taken for medical attention.
  - 1.4.2. When 911 is to be called:
    - The family is responsible for all costs. If the family's insurance does not cover the ambulance costs, an application can be made to the School Insurance Program through Student Accident Insurance.
    - Families can obtain claim forms from the school or [www.sip.ca](http://www.sip.ca) (please note that student accident insurance covers ambulance bills for accidents only, not illness).
- 1.5. All student injuries shall be reported as soon as possible to the School Insurance Program by submitting an Incident Report Form, which can be obtained from the school or online at [www.sip.ca](http://www.sip.ca).
  - 1.5.1. If an injury is the result of an unsafe condition, contact the Operations Department for repairs.

#### 2.0 RESPONSIBILITIES

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.