ILLNESS / INJURY

Belief

During the normal course of the day, student or staff illness or injury may occur that need to be dealt with appropriately and in a timely manner to ensure their health and safety.

Guidelines

1. Site supervisors and staff are to exercise reasonable judgment on the kinds of illnesses and injuries reported. A general guideline is that reports are to be filed if the injury was serious enough to call the parent or physician or if medical attention was required.

Procedures

2. The Site Supervisor or designate shall be responsible to report incidents resulting in illness or injuries to students and staff that occur in the school, on the grounds, and/or during authorized school activities.

3. When the illness or injury is to a student, the parent or guardian shall be telephoned and apprised of the situation as soon as possible.

4. The Injury Incident Reporting form shall be completed immediately after the illness or injury occurs with copies filed in the Division’s electronic records management system; in the case of an employee the Occupational Health & Safety Coordinator shall be notified immediately.

3. Illness or injury reports shall be detailed and factual so that important information is not overlooked or forgotten. Witness statements, where applicable, shall be obtained. Details of action taken and contact with parents, or someone designated by them, shall be recorded. Complete detailed reports are required in the event documentation must be submitted for insurance purposes.

4. The Site Supervisor, or designate, shall initiate any action, if applicable, as will serve to lessen the possibility of similar illness or injury recurring in the future.
5. The Superintendent, or designate, shall initiate such action as will:
   5.1 Enable the Board to be apprised of the incident as deemed necessary;
   5.2 Assure compliance with Division procedures;
   5.3 If deemed necessary, advise insurers of the circumstances, and obtain legal counsel.

6. Where, in the opinion of a staff member, an ill or injured student or staff member must be transported to a medical facility, the staff member is authorized to select from the following transport modes:
   6.1 Transport by the parent/legal guardian of the student;
   6.2 Transport in a vehicle owned by the Division;
   6.3 Transport in a vehicle owned by an agent of the Division;
   6.4 Transport in a vehicle owned by a staff member; or
   6.5 Transport in a vehicle owned by a properly certified ambulance service.

7. Where staff members transport the student or employee, or accompany the student or employee during transport, they shall be granted leave of absence from regular duty with full pay and benefits.

8. Where transport of a student occurs by means of a properly certificated ambulance service:
   8.1 The invoice for ambulance service shall be presented to the parents, who shall pay for the service and then forward the invoice to Industrial Alliance Pacific Insurance for reimbursement; or submit the invoice to Industrial Alliance Pacific Insurance for payment directly to the ambulance service.
   8.2 Upon receipt of the invoice parents must submit the required documentation to Industrial Alliance Pacific Insurance immediately to be reimbursed or to have the invoice paid directly.

9. Where transport of an employee occurs by means of a properly certificated ambulance service, the invoice for ambulance service shall be presented to the employee.

10. Reasonable effort shall be made to secure parental/legal guardian transport of ill or injured students.

11. Time and circumstances permitting, the parent/legal guardian shall be requested to requisition ambulance service.

12. Recognizing the authority accorded parents/legal guardians of children and medical practitioners, staff members are directed to refrain from offering consent for medical treatment of students.
13. While unable to offer valid consent to medical treatment, the staff member is expected to discharge those responsibilities which would further the physical well being of the student.

14. Where, in the judgment of a staff member, it is necessary for a student to obtain the services of a medical practitioner/medical facility, the staff member shall:

14.1 Arrange for his/her parent/guardian attendance with the student at the medical facility;

14.2 Attend with the student until:
   14.2.1 Relieved by parent/legal guardian, or
   14.2.2 Relieved by another staff member, or
   14.2.3 The student is discharged by the practitioner/facility, and
   14.2.4 Advised by a medical practitioner that there is no further need to remain as treatment and safety of the student has been undertaken by the medical staff/institution; and

14.3 Upon arrival at the practitioner/facility, advise those in authority that s/he is not the parent/legal guardian of the student.

15. On those occasions where medical treatment is refused because of lack of valid consent, the staff member shall:

15.1 Defer to the opinion of the medical practitioner;

15.2 Solicit advice from the medical practitioner as to appropriate courses of action;

15.3 Advise his/her superior of;
   15.3.1 The problem, and
   15.3.2 The advice of the medical practitioner;

15.4 Take such course of action as recommended by the medical practitioner and approved by his/her superior; and

15.5 Refrain from offering consent to medical treatment.

16. Only in the circumstances where such actions are impractical, shall the staff member initiate other courses of action sanctioned herein.

Reference: Section 18, 20, 45, 60, 61, School Act
Emergency Medical Aid Act
Injury Report Form 169-1