

Section:	Administration
Policy:	5.18
Revised:	November 2024
Approval:	Motion #492

5.18 Student Safety

1. Rationale

The safety of our students is of utmost importance. In the event of an injury, or potential threat, it is imperative that all school staff understand the steps to be taken to ensure the safety of students.

2. Policy

2.1. Medical & Legal Alerts

- 2.1.1. Using information from verification forms, the secretary will supply each teacher and teacher assistant with a school list of medical and legal alerts. Each staff member is responsible to be aware of students with medical and legal alerts.
- 2.1.2. This information is strictly confidential and will be posted in the office by the room with student files. The door will be unlocked each day that school is in session for easy access. Further information is stored in a red binder in the 2nd drawer of the student files cabinet in the office as well as in the front of the student's file.
- 2.1.3. In the event of a legal alert, notify the office immediately.
- 2.1.4. In the event of a medical alert contact the Head First-Aider immediately. A list of all current First-Aiders will be supplied to each classroom, along with their phone number so they can be contacted in case of emergency.
- 2.1.5. A first aid kit and supplies are in the first aid file drawer in the office. It is marked with a red cross.
- 2.1.6. A small first aid kit for dealing with minor injuries will be in each classroom. These kits will include gloves, gauze, Band-Aids, and antiseptic wipes. Supplies will be replaced after each use and kits will be checked yearly.
- 2.1.7. If the student requires an EpiPen or inhaler they will have their EpiPen or inhaler on them. In the case of elementary students with severe reactions, a designated person will carry the EpiPen or inhaler with them.
- 2.1.8. Prescription medications (in the proper container with time and dosage) will be administered from the office with signed parental approval. Over the counter medications may be administered from the

office with written parental approval.

2.2. Accidents / Injuries

- 2.2.1. At the beginning of each school year the principal will appoint a Head First-Aider. This will be a staff member with the highest, up-to-date, first aid qualifications. The responsibility of the Head First-Aider will be to maintain the first aid kits and to ensure that everyone on the list is up-to-date in training. They will also maintain the call list and choose who the first person called for injuries will be. For minor injuries, any first aider can attend to the student. For injuries that are above the level of ability of the first aider, then the Head First-Aider will be contacted. If pertinent, the information should be reported to the JOSH Committee to see how the situation can be fixed to avoid further injury.
- 2.2.2. All injuries must be reported on an Accident Form by the supervising teacher/staff member and submitted to the principal. For accidents on the playground, the form must also be submitted to the classroom teacher.
- 2.2.3. The Head First-Aider must be called in the event of a serious injury including: if the student is unable to bear weight even after a period of time, profuse bleeding, a significant fall or impact, eye, back and head injuries. If the Head First-Aider is not on site then the responsibility lies to the next person already established on the list.
- 2.2.4. Staff members will use protective gloves when dealing with blood or open wounds. First Aid kits with gloves will be located in the classroom and each supervisor outside of the school must carry a travel first aid kit.
- 2.2.5. Parents will be notified if the injury is serious in nature or if the Head First-Aider recommends the student be seen by a physician.
- 2.2.6. At the beginning of each school year the principal will ensure first aid training has been provided for staff based on Occupational Health and Safety Regulation. The regulations require employers to assess time demands and levels of training required to provide first aid coverage not only for staff but for others, as well, such as students. For this reason, the school requires the minimum level of first aid certification at each site to be a WorkSafeBC approved basic first aid certificate i.e. an Occupational First Aid (OFA) Level 1 or equivalent certificate.

Elementary schools:	Two first aid attendants Each holding a basic first aid certificate (OFA Level 1 or equivalent)
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Middle School (<50 employees)	Two first aid attendants Each holding basic first aid certificate (OFA Level 1 or equivalent)
Middle School (>50 employees)	Three first aid attendants Two holding a basic first aid certificate (OFA Level 1 or its equivalent). PLUS one attendant with intermediate first aid certificate (OFA Level 2 or equivalent)

Secondary schools Four first aid attendants Two holding basic first aid certificate (OFA Level 1 or its equivalent) PLUS two attendants with intermediate first aid certificate (OFA Level 2 or equivalent)

2.3. Procedures for medical emergency (serious injury or serious medical condition, death)

2.3.1. The teacher or supervising adult will immediately send a runner to the office to check for allergies and inform them to contact the parents.

2.3.2. The office will notify each classroom that the students are coming in through intercom. Those classes that do not have an intercom will be reached via phone.

2.3.3. The teacher or supervisor will relocate everyone to their classroom to ensure students are not unnecessarily exposed to trauma.

2.3.4. The teacher will rejoin the students as soon as possible. If the teacher is not in the classroom, another adult will remain with the class until the teacher returns, ensuring a responsible adult is always present.

2.3.5. Each classroom will use the "Hold and Secure" drill from the Emergency Lockdown Policy and explain briefly to the class why it is being implemented.

2.3.6. The teacher or supervisor will remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.

2.3.7. The office will inform each class that the "Hold and Secure" protocol has been lifted once the incident has been dealt with.

2.4. Building Safety

2.4.1. In order to ensure student safety during school hours in areas that are used by both the church and the school, security cameras have been installed.

2.4.2. The cameras are monitored from the office.

2.4.3. When a number of people are in the church during school hours (for

example, a funeral) designated staff will be used to monitor the boys' and girls' washrooms on the main floor. Students will use the upstairs washrooms during these events. However, if the upstairs washrooms are occupied, each main floor washrooms will also have an attendant stationed outside to monitor usage. The monitor will conduct periodic checks if a student is inside while a visitor is there. If the washroom is unoccupied, the monitor will remain stationed outside. Signage will be posted to inform individuals that the area is under student safety monitoring.

- 2.4.4. All visitors to the school are required to sign in at the office. Visitor and volunteer identification must be worn while in the school.