



RATIONALE:

The safety and well-being of students is of primary importance. The response when students are injured or become ill at school must reflect the duty of care school employees are required to provide for students.

PROCESS:

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 /caregiver 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/ caregiver
 - 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/ caregiver (or doctor, if a parent/ caregiver 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 caregiver, or the designated 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



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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 “BC Student Information with Photo report from My Education BC printed form
 - 5.2 contact the parent or guardian or designated emergency contact person
 - 5.3 Immediately submit a copy of the completed **Incident Report form** to the Secretary-Treasurer as an attachment to a Teams chat.

References

[AP500-003 Medical Alert](#)

[AP 500 - Anaphylaxis](#)

[AP500-001 - Duty to Report Suspected Child Abuse and Neglect](#)