


Administrative Procedures 315
Illness/Injuries at School

	<p>Adopted: June 28, 2011</p> <p>Amended: October 26, 2016</p>
	<p>External References:</p> <ul style="list-style-type: none"> • Education Act: Sections 85, 87, 109, 175, 231 • Marsh Insurance • Industrial Alliance Pacific Insurance <p>Internal References:</p> <ul style="list-style-type: none"> • AP 431 Duty to Accommodate • AP 433 Workers' Compensation • AP 530 Insurance Management • Form 315-1 Marsh Canada School Incident Report • Form 315-2 Employee Exposure Incident • Form 315-3 Incident Assessment

Background

The Division recognizes the authority accorded to parents/guardians of children. The Director therefore directs staff members to refrain from offering consent for medical treatment of students.

However, in cases of injury or illness which occur to students on school grounds, in the school, or on a site where a school-sponsored activity is being held, the Director expects the supervising teacher or Principal to act as a responsible guardian and seek immediate treatment.

Emergency student transportation authorized by staff members is to be by the safest possible means. The Director, however, acknowledges in emergency situations, quick action may be critical to the health of the child.

Procedures

1. In case of emergency, where life may be threatened, the victim shall be immediately transported to a hospital by the safest and most expedient method possible.
 - 1.1 Where, in the opinion of the Principal or designate, transportation by ambulance is warranted; transportation shall be arranged immediately to the nearest medical facility.
 - 1.1.1 Costs connected with ambulance transportation are the responsibility of the parent.
 - 1.1.2 The Division carries student insurance which can be accessed to cover a portion of those costs.
 - 1.2 Where, in the opinion of the Principal or designate, transportation by private vehicle is warranted, the Principal shall either provide transportation to the nearest medical facility, or time permitting, contact the parent/guardian to provide transportation.
2. In cases of emergencies, a parent/guardian or the emergency contact of a student shall be notified immediately and asked to go to the hospital to assume responsibility for the student.
3. When the parent/guardian of the student cannot be contacted, the hospital is to be advised accordingly. The hospital is to be provided with relevant information about the student.
4. Hospitals may request authorization before they will give treatment. No staff member shall sign hospital consent forms under any condition under the authority of the Division.

5. If a student has had a serious injury that is not immediately life threatening, consultation with a qualified/certified First Aid individual or doctor is to occur prior to moving the student.
6. In other injury or illness cases, the parent of a student is to be contacted and requested to take the student home.
7. All accidents to students resulting in injury must be reported to the Principal or designate as soon as there is evidence of such an accident. The Principal or designate is to report this accident to the Superintendent of Business (Form 315-1 Marsh Canada School Incident Report).
8. Accident Report and Insurance
 - 8.1 Form 315-1 Marsh Canada School Incident Report must be completed whenever a student, teacher or visitor is injured at the school or during a school-sponsored event.
 - 8.1.1 The completed form must be emailed to SSBAIncidentReport@Marsh.com and must also be emailed to the Superintendent of Business. This can be done by including the Superintendent of Business on the carbon copy (cc) line in the email to Marsh.

Note: Access to this insurance is dependent upon liability being established.
 - 8.2 A protected copy of Form 315-1 Marsh Canada School Incident Report has been forwarded to each school in electronic form and is available on the Division website.
 - 8.3 The parents/guardians of an injured student should be given a copy of Administrative Procedures 530 Insurance Management.
 - 8.4 For medical/dental student accident insurance claims through Industrial Alliance Pacific, parents/guardians of an injured student should be given a copy of the Claim Procedures and Application - Blanket Student Standard Accident Insurance Claim is to be submitted by the parent to Industrial Alliance Pacific.