



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS  
 TITLE: STUDENT HEALTH  
 CODE: 5121 General Services and Information

Reference Matrix	
Education Act (1995)	Sections 85, 87, 108, 109, 110, 190, 232
Other Related Acts	Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)
Holy Family Related Procedures	OP 5102 Accidents and Injury OP 5122 Administering of Medication OP 5123 Life-Threatening Allergies
Holy Family Related Manuals	
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Reviewed	January 9, 2016

### Background:

1. Each Principal, teacher or authorized supervisor stands "in loco parentis" and is to take appropriate action when a child is injured or ill and requires immediate or emergency care.
2. Each Principal, teacher or authorized supervisor is authorized to directly contact a hospital, physician or ambulance service when the need is apparent. The Principal, teacher or authorized supervisor is responsible to arrange for suitable transportation to a medical facility.
  - 2.1. The determination of who pays for the transportation will be made by the Principal/Superintendent of Finance **AFTER** medical staff has cared for the child.
3. Each Principal, teacher, support staff member or authorized supervisor designated by the Principal is expected to accompany each child to a medical facility and stay with a child until the parent(s)/guardian(s) or a relative arrives or until an authorized medical staff member assumes responsibility for the care of the child.

- 3.1. The Principal, teacher, support staff member or authorized supervisor is authorized and expected to provide medical professionals with the following information:
  - 3.1.1. Name of child
  - 3.1.2. Name of parent(s)/guardian(s)
  - 3.1.3. Family doctor
  - 3.1.4. Health care number if known
  - 3.1.5. Address of family.
4. No Principal, teacher, support staff member or authorized supervisor is expected, to sign a medical consent form. However, each Principal or teacher is expected to assist in establishing direct contact between the parent(s)/guardian(s) and medical authorities.
  - 4.1. In the event that a child requires medical treatment (ie. surgery), a physician is able to sign required documents.
5. Division staff or supervisors will not provide students with non-prescriptive drugs (example – Aspirin and Tylenol) unless the approval forms have been submitted and approved as outline in [OP 5122 Administering of Medication](#).
6. Each Principal will inform parent(s)/guardian(s) of elementary students that all prescription/non-prescription drugs brought to school are to be kept locked in the classroom or in the office. Furthermore, parent(s)/guardian(s) are expected to directly inform the classroom teacher/Principal in writing if their child requires a prescriptive/non-prescriptive drug during the school day.
7. Each Principal is expected to maintain a central register of medical information, for students with a severe or life threatening condition that may require immediate intervention, in the office and to inform the teachers of the content and place of register. The following would be part of the register:
  - 7.1. Names of students and the medical diagnosis.
  - 7.2. Appropriate medical background information that assist a non-medical trained person in acting the role of "loco parentis".
  - 7.3. Information deemed useful by medical personnel.
  - 7.4. Reference [OP 5123 Life-Threatening Allergies](#).
8. Each school shall respond to accidents and/or injuries in accordance with [OP 5102 Accidents and Injury](#).
9. Each Principal will determine who is an authorized supervisor.