

<b>PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6</b>
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<b>POLICY ITEM: Emergency Care of Students</b>	<b>CODE: IGCA</b>
<b>LEGAL STATUS: Board Motion #10.06, #21.16</b>	<b>DATE APPROVED: 25 Jan 16</b>

**Background:** The physical well-being of each student is to be of foremost consideration and corresponding action in any and all emergency situations **to reduce the risk of a severe or life threatening incident occurring.**

**POLICY:** The Board of Education directs that in instances where it is perceived that a student is in need of emergency medical health care, school board employees will make every reasonable effort to have the student receive treatment from a trained health care professional in a timely way.

**Guidelines:**

1. Parents/guardians will inform the school annually of any medical conditions that the school should be aware of.
2. Parents/guardians provide the necessary documentation if required using school division forms.
3. Based on documentation provided, an emergency care plan may be developed with school administration. If medication is required to be dispensed during regular school hours, parents must complete the medication form provided by the school division.
4. The principal will maintain a central register of students with medical conditions that may require an emergency response and will inform staff of the content and place of register.
5. The register will include the following: name of student and medical condition, appropriate medical background information that would assist a non-medically trained person to respond, symptoms requiring a response as well as the required response.
6. Authorized school personnel are directed to contact a hospital, physician or ambulance service when the need is apparent.
7. Authorized school personnel are responsible to arrange for suitable transportation to a medical facility. The cost of an ambulance is not an issue to be considered when determining if an ambulance is to be called in case of an emergency.
8. When it is apparent that the student must be examined by a health care professional (dentist, doctor, nurse, etc.) the parents/guardians or emergency contact person will be contacted immediately.
9. The parents/guardians will be given the necessary forms for insurances purposes and will ensure they are filled out by the attending physician.

10. Authorized school personnel are expected to accompany each student to a medical facility and stay with the student until the parents/guardians or emergency contact arrives or until an authorized medical staff member assumes responsibility for the student. In addition the authorized school personnel are expected to provide medical professionals with the following information:
  - name of student
  - name of parents/guardian
  - family physician
  - health care number
  - address of family
11. Authorized school personnel are not expected to sign a medical consent form. In the event that the student requires immediate medical treatment (i.e. surgery), a physician is permitted to do so as per health regulations.
12. The principal will ensure the attending authorized school personnel completes an "Accident Report Form" provided by the school division for every student requiring medical treatment at a medical clinic, hospital or dental office.