

Section 20: Emergency, Health and Safety

Revised July 2018

The health and safety of students is paramount at Banbury Crossroads School. All students, parents and teachers need to know and understand procedures designed to ensure that students' well-being is preserved.

Background:

The *Off Campus Excursions* and *Daily Operations* sections of the Policy Manual identify health and safety issues and procedures specifically pertaining to both off-campus events like field trips, graduations, anniversary celebrations and internships, as well as all operations within the School.

Procedures:

Emergencies (Emergency Response Plan)

An emergency is a drastic situation which **requires a call to 9-1-1**. The primary consideration in these instances is to act immediately in addressing the emergency at hand, to maintain the safety of all students, and then to inform parents.

1. Fire Prevention and Response:

- Fire drills are carried out on a regular basis, in conformity with Calgary Fire Department rules. They are documented.
- Fire exits must be posted in each room.
- Four fire extinguishers are available, and their locations are made known to the school population.
- In case of fire, students and staff are to line up quickly and quietly at the nearest exit, and to proceed together to the field across Dieppe

Avenue by the garbage containers. At that time, attendance will be taken of the population outside the building.

- The Office Administrator, or closest adult, shall remove the school register from the filing cabinet for the purpose of keeping parents' phone numbers. A second list of parents and contact numbers will be kept at the home of the Office Administrator.
- In the case that it is deemed inappropriate to re-enter the school building, the Currie Base management company will provide a stationary bus for students until parents can be contacted for pick-up.

2. Threat of Violence Prevention and Response:

- Follow the Conflict Resolution Policy to prevent issues from festering and to solve problems that may induce angered states.
- Staff will immediately intervene with students exhibiting aggressive behaviour by de-escalating the emotion through talk. Then, parents and community agencies will be consulted for advice and intervention.
- If violence erupts, and/or if a weapon is present, other students and staff will be evacuated from the School, as per fire emergency procedures above.
- In the case of external threat, the doors shall be locked, and we will follow the advice of the management company in dealing with the safe evacuation of students and staff.

3. Student Injury Prevention and Response:

- Staff members are trained to consider student safety in their plans, to assess and mitigate risk continuously, to utilize common sense and to be alert for environmental hazards and behaviour that could result in injury.
- Staff will adhere to the Off Campus Excursions policies and procedures when conducting a field trip.
- In the case of a serious injury needing medical attention and an ambulance, the supervising adult present will deal with the injury, provide immediate first aid, and send another person to the office to call for an ambulance. The parents will be contacted with appropriate

details. Alberta Health Care numbers are provided to the school on the enrolment registration form for this purpose.

- In the case of a minor injury that requires medical attention, the supervising adult present will administer appropriate first aid, and the office will contact the parents to initiate further medical attention, if necessary.
- For really minor injuries, a first aid kit is readily available on the School premises. A cold compress and ice cubes are located in the freezer.
- All injuries other than really minor ones should be recorded in an Accident and Incident Report that is kept in a binder in the Office.

4. Sexual and Physical Abuse:

- In the case of a teacher or administrator being told clear-cut information that a student has been receiving sexual and/or physical abuse, that teacher or administrator has a legal obligation to report the information to the appropriate department of the Provincial Social Services. To facilitate communication, all staff members will be informed of this action, and pertinent steps will be taken to provide safety to that student while they are in the school. Following that step, teachers and administrators will follow the advice of the Social Services department, as they will usually determine what the School personnel ought to do.
- In the case of suspected sexual and/or physical abuse, the teacher, after conferring with Administration, will be available for corroboration when the Director or Principal asks the parent outright about the actual situation. If the parent denies the suspicion to the satisfaction of the Administrator, then the teachers and administration still have a duty to monitor the student's behaviour in the future, to promote that student's safety.

Health

Health issues handled in the school environment deal with the well-being of individuals as well as the entire school community, while they are at school, and are those that affect academic work, emotional wellbeing and social relationships.

1. Illness:

- The School promotes preventive measures, such as hand washing, protected coughing, hand sanitizer stations, proper nutrition and exercise, and signage regarding immunization for flu and other health issues.
- In the case of infectious diseases, where there is the presence of fever, vomiting, chills, diarrhea or lethargy, we recommend to parents that the child stay home until the period of contagion has passed.
- Should a child fall ill at school, the supervising adult will ensure that the child rests until a parent or guardian arrives to take the child home.
- The School keeps in regular contact with students who are absent from classes, and when an illness has lingered without medical attention, we advise consultation with a medical professional.
- Students and parents are advised that when an illness prevents a student from attending classes for longer than a few days, it is recommended that they attempt to do some of their school work at home, if possible. These can be emailed or parents can pick them up from teachers.

2. Chronic Health Conditions and Allergies:

- Students with conditions such as severe allergic reactions, seizures, diabetes, severe asthma, etc., are put onto a medical list that all members of the teaching staff have access to, and are encouraged to become familiar with, if those students are under their tutelage at any time during the school year. The list includes any medications that the student is currently taking and what, if any, procedures to take in case of an emergency or episode.
- When there are students in the School who have stated that they have nut allergies, the school will claim a nut-free zone.
- Students who require an Epi-pen for emergency situations, and their parents, are responsible for supplying the Epi-pen to the school and

for ensuring it is not past due. Older students should have these pens on their person or within a short distance.

- Parents requesting that teachers administer medication to their children will need to fill out a form in the medication binder in the Office.

3. Pandemics/Epidemics:

- At any time that a government-declared pandemic takes place, the School will follow all guidelines posted by the Health Authority.
- If students are required to remain at home, emails and phone calls, or other notification formats, such as Remind 101, will be used to communicate with all families.
- In cases where a contagion results in the school reporting 30% absenteeism or more, an email/notice will go home to all families making known the situation and encouraging students to not attend school if they are exhibiting certain signs and symptoms.
- In cases when a parent informs the school, or a staff member notices signs and symptoms, that a child has a communicable disease, such as lice, pin worms, bed bugs or fleas, or those that most students are vaccinated against, such as chicken pox, measles, mumps, etc., the school will follow the guidelines of Alberta Health Services, and inform all families in the school of the situation and the procedures they will need to take, if applicable.

4. Immunizations:

- Vaccination is an important preventative measure that helps to protect the health of individuals and communities. It is important to keep vaccinations up-to-date, to prevent disease. The vaccination program in our School is organized and offered by a Public Health Team, comprised of the following: the School Nurse, a vaccination coordinator, a Licensed Practical Nurse and Community Health Centre support staff.
- Notification of vaccination dates and authorization forms will be sent home with the students. In all cases, we will cooperate with directives issued by the Calgary Public Health Service.

5. Medications:

- Medication cannot be given to students without written permission by parents.
- Parents are to submit our Permission to Administer Medication Form, if they wish our personnel to administer medication to their children.
- In the case of high school students, the taking of daily medication at school is the student's responsibility.
- All medications brought to the School should be kept in a secure place in the office, and in their original containers.
- Non-prescription medications, such as Tylenol or cough medicines, can be kept with the teachers.

6. Substance Use:

- As per local by-laws, the building in which the School is housed is deemed smoke-free. Students and staff are also not permitted to smoke near Banbury's premises or at any school-sponsored event or activity.
- The use of alcohol or street drugs is not permitted on, or near, school premises, nor is attending classes under the influence of alcohol or drugs.
- Any students suspected to be under the influence of drugs or alcohol will be confronted and, if deemed accurately so, or if repeated incidents occur, parents will be informed.
- The school will require counselling for students who use alcohol or street drugs.
- Suspension or expulsion, according to *Section 11: Student Suspension and Expulsion Policy*, will result if the safety of our staff and other students is in jeopardy by the persistent drug use of certain students, if there is perceived danger of role-modelling and influence to participate, and/or if remedial measures are unsuccessful.
- Teachers, from time to time, offer instructional seminars on these topics, with a view to preventing substance abuse within our student population.

7. Instruction on Sensitive Subjects:

- Subjects, such as sexual education, that are included in the mandatory Alberta Health or C.A.L.M. Programs of Study, are taught. In these cases, notices are sent home, and parents and/or students can choose to opt out.
- When sensitive topics arise in debates and classroom discussions, teachers are advised to focus on obtaining the facts, using logic to examine the facts and showing empathy for others' values and opinions. *Mutual respect is mandatory*. If students are uncomfortable with these topics, they may leave the area.
- Teachers are encouraged to promote tolerance, understanding and respect.

8. Unanticipated School Closure

- In the event of an unanticipated school closure, the School will make all possible attempts to inform parents prior to their arrival.
- The School will deem a closure when the building is inaccessible, or weather conditions throughout the city have influenced other school jurisdictions to close.

Safety

The responsibility for student safety rests with all parties involved: the School, teachers, parents and students themselves.

1. Attendance

1. Parents are responsible for getting their children to school safely, or to arrange for some other transportation for their children.
2. Attendance is taken twice a day, and any student not accounted for is phoned at home.
3. Parents need to inform the school of their child's appointments or other absences, in a timely manner.
4. If a student leaves the School's premises without permission, or without notification, the School will phone their parent(s) and phone the Police, if warranted.

5. Teachers should know, every day, which students are in their care, and account for them throughout the day.
6. Teachers, individually, and as a team in each of the elementary and secondary portions of the school, are responsible for setting up a workable communication procedure within their classrooms, so that they will know if a student is working at home, is on a community internship, or is working in a different classroom within the School.
7. Outdoor recesses will be cancelled when temperatures reach -20 degrees Celsius with the wind chill.
8. Staff members on supervision are responsible for knowing the number of children on their watch, by counting them before they leave, and again when they come back in.
9. All students are expected to remain on the school premises during school hours, unless they have notified the administration or staff and have received permission to leave.
10. 10. For student supervision policies related to field trips, see the *Off-Campus Excursion* section of this Policy Manual.
11. 11. For younger students, parents must notify the School if an unexpected person has been charged with picking up their children.
12. 12. While waiting for rides at the end of the day, students are expected to remain in the School until they are met by the person who is picking them up.

2. Safe and Caring Classrooms and Playgrounds for Recess

1. Teachers are responsible for ensuring a safe physical and emotional environment within their classrooms.
2. All parties need to abide by our *Conflict Resolution Policy* when there are disagreements.
3. Recess breaks, lunch hours and field trips are supervised by staff and volunteer parents. We aim to allow a more free-play environment, as this is essential for children's development. At the same time, common sense and reason are to be used in decisions regarding safety issues.

4. Students are expected to dress for the weather, and to comply with safety expectations.