



## STUDENT SERVICES 11 – Student Illness or Injury

Date: Oct. 13, 2010

Revised: February 8, 2017

Responsible Administrator: Associate  
Superintendent, Education Services

### 1.0 RATIONALE

Reasonable effort shall be made to secure parent/guardian transport of ill or injured students.

### 2.0 PROCESS

The Associate Superintendent, Education Services will be responsible to maintain this Administrative Practice.

### 3.0 GUIDELINES

3.1 Where, in the opinion of the principal or designate, an ill or injured student may remain at school, the principal or designate shall:

3.1.1 Attempt to notify the parent/guardian of the extent of the illness or injury.

3.1.2 Take the student to the medical room and arrange for the student's comfort.

3.1.3 Ensure reasonable supervision of the student while in the medical room.

3.1.4 In case of injury, record the incident on the "Student Injury Report Form".

3.1.4.1 For injuries requiring a physician or ambulance, the original of this report must be forwarded to the Secretary-Treasurer and a copy retained in the school.

3.2 If consideration is given to sending an ill or injured student home from school, the principal or designate shall:

3.2.1 Contact parent/guardian by telephone, at home or place of work, to ensure the student is escorted home, or to a designated agreed upon location.

3.2.2 Keep the student at school until the parent/guardian is contacted.

3.3 Where, in the opinion of the principal or designate, an ill or injured student must be transported to a medical facility, the employee shall:

References: *Board Policy: G/II/4 Student Illness or Injury*  
*School Act: Sections 18, 20, 45, 60, 61*



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- 3.3.1 Notify the parent/guardian, if possible, of the extent of the illness or injury.
  - 3.3.2 Arrange for transportation from the following transportation modes:
    - 3.3.2.1 transport by the parent/guardian of the student;
    - 3.3.2.2 transport in a vehicle owned by a properly certified ambulance service;
  - 3.4 Where an employee of the Board accompanies the student during transportation, he/she shall be granted leave of absence from regular duty with full pay and benefits.
  - 3.5 Where transportation occurs by means of a properly certificated ambulance driver:
    - 3.5.1 A staff member or designate shall accompany the student, either within the ambulance or by private vehicle.
    - 3.5.2 A staff member shall, as soon as it is practicable, submit a written report to the principal detailing all circumstances.
    - 3.5.3 All invoices for ambulance service are the responsibility of the parent. The School shall provide the parent all applicable forms to arrange for reimbursement from the Board Student Injury Policy Insurers.

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References: *Board Policy: G/II/4 Student Illness or Injury*  
*School Act: Sections 18, 20, 45, 60, 61*