



## STUDENT SERVICES 11 – Student Illness or Accident

Date: Oct. 13, 2010

Revised: Apr. 10, 2013

Responsible Administrator: Associate  
Superintendent, Student Services

### 1.0 RATIONALE

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

### 2.0 PROCESS

Only in circumstances where such actions are impractical or impossible, the employee of the Board shall initiate other courses of action sanctioned by Policy G/II/4 and these guidelines.

### 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 accident.

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 Report Form".

3.1.4.1 For accidents 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.

References: *Board Policy: G/II/4 Student Illness or Accident*  
*School Act:*



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- 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:
- 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 An employee or designate shall accompany the student, either within the ambulance or by private vehicle.
  - 3.5.2 An employee 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 Accident Policy Insurers.

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References: *Board Policy: G/II/4 Student Illness or Accident*  
*School Act:*