

School District No. 48 (Sea to Sky), recognizes its responsibility to ensure that proper steps are taken to protect the health and safety of all students at all sites. School District No. 48 expects all schools to develop and implement procedures for:

1. Emergent Health or Safety Concerns for Students
2. Registration Medical Information
3. The Administration of Medication to Students
4. The safety of elementary student after hours
5. Healthy Living
6. Food Service

1. Emergent Health or Safety Concerns

This section sets out the minimum expectations held by the School District if a student is injured or becomes ill while under the care of the school. Schools may wish to expand on these to meet unique or local circumstances.

- 1.1. If it is apparent to the principal or to the person in charge of the school that an emergency situation exists CALL 911;
- 1.2. When a student is injured or becomes ill at school, or at a school activity, it is expected that first-aid shall be applied as is available and practicable. The school will follow up with the parents or guardians as soon as possible to communicate the nature of the injury and the first aid that was provided;
 - 1.2.1. All head injuries should be reported to the parent or guardian as soon as possible
- 1.3. If it is apparent that the student is in need of medical attention (not an emergency), then the school shall take the following actions depending on who is available at the time:
 - 1.3.1. notify the parents;
 - 1.3.2. notify the family doctor;
 - 1.3.3. notify any medical practitioner.
- 1.4. If the student has to be taken to the doctor's office, hospital or home, the responsibility for transportation costs lies with the parents;
- 1.5. Schools are responsible for ensuring that any follow up written reports (school protection plan, etc.) are completed in a timely manner.

2. Registration Medical Information

Upon registering a student for school, parents and guardians are requested to indicate, on the registration form, any medical information including allergies, medical conditions, or medications that the school needs to be aware of in order to provide a safe learning environment for the student. Parents and guardians are asked to provide updates to the school regarding any changes to a student's medical condition as they emerge. Section 3 of this policy outlines information regarding the administration of medication. [Board Policy 507](#) contains specific information regarding severe allergies (Anaphylaxis).

3. Administration of Medication

School District No. 48 (Sea to Sky), recognizes there are times that school district employees may be required to administer medication to students during the school day or while on school functions. The School District further recognizes the need for the establishment of guidelines regarding the administration of medication and health related procedures.

Where a student in the district requires medication at school in order to regularly attend school and

benefit from instruction, the School District believes that reasonable steps must be taken to ensure that the required medication is administered at school. When specialized training is required to administer health related procedures, the School District expects that designated and trained personnel will be utilized.

The specific expectations for the administration of medication and health related procedures are as follows:

3.1. Non-Emergency Situations

- 3.1.1. Teachers or support staff designated by the principal for this purpose should administer (or supervise the self-administration of) medication to students only if the following conditions are met:
 - a. The medication is required while the child is attending school;
 - b. That a means of keeping accurate information is provided regarding medications required by students who have an identified continuing health problem and who need to take medication on a continuing basis while at school, i.e. for at least one month, and who need assistance or supervision in taking their medication, or for students who may need emergency medication for allergic-reaction.
- 3.1.2. That a request form is provided which includes physician orders, parental consent and other significant data;
- 3.1.3. That the appropriate form is completed;
- 3.1.4. The teacher and any designated support staff concerned have received adequate instructions from the public health nurse concerning the administration of the medication.

3.2. Emergency Situations

- 3.2.1. In an emergency situation every teacher has a duty to render assistance to a student, including the administering of medication where necessary.

4. Safety of Elementary School Students After School Hours

School District No. 48 (Sea to Sky), recognizes that for such purposes of resolving behaviour issues through restorative practices, or help with individual difficulties, the school may detain elementary students after school hours. The School District also recognizes that elementary students may remain at school after school hours on a voluntary basis to participate in extracurricular activities or work on curricular projects.

The School District expects each school to have procedures in place that will ensure that students are supervised after school, that parents are notified if their child will be remaining after school and that there is provision made for the child to reach home safely.

5. Healthy Living

School District No.48 (Sea to Sky) recognizes that healthy, well nourished, and active students experience more success in their learning. The school has an important role to play, in partnership with parents and guardians, in educating students about the importance of making nutritional food choices and about the benefits of regular physical activity. The School District will consider initiatives to promote physical fitness in children.

Foods sold to students and staff (i.e. pizza, hamburgers, hot dogs) must be in compliance with the most recent "[Guidelines for Food and Beverage Sales](#)". Foods sold by students in the community (i.e. chocolate almonds, chicken sales) do not fall under the guidelines, but should reflect healthy nutritional choices.

6. Food Services

Food Services are defined as the sale of any food or beverages to students at all School District No. 48 (Sea to Sky) schools, including, but not limited to: vending machines, school stores, cafeterias, teaching kitchens, canteens and at any time, inducing extra-curricular events such as: fundraisers, PAC lunch programs and other special events.

7. Guidelines for Food and Beverage Sales

Schools will eliminate foods from the CHOOSE LEAST and NOT RECOMMENDED categories. Foods listed in each CHOOSE SOMETIMES and CHOOSE MOST category will account for 50% or more of the total food and beverage items sold in BC schools.

NOT RECOMMENDED	CHOOSE LEAST	CHOOSE SOMETIMES	CHOOSE MOST
These items (including candies and drinks where sugar is the first ingredient or the second ingredient after water) tend to be highly processed or have very high amounts of sweeteners, salt, fat, trans fat, or calories relative to their nutritional value.	These items (such as french fries) tend to be low in key nutrients such as iron and calcium or may be highly salted, sweetened or processed.	These items (such as flavored yogurts) tend to be nutritious but moderately salted, sweetened, or processed.	These items (including whole grain breads and fresh vegetables) tend to be the highest in nutrients, the lowest in unhealthy components, and the least processed.
Not allowed to be sold in schools.	Not allowed to be sold in schools.	These food and beverages can account for up to 50% of total food and beverage items sold in BC schools.	These food and beverages must account for 50% or more of food and beverages sold in BC schools.