

Student Health and Safety and Student Supervision

Background

The Alberta Classical Academy is responsible for the safety and security of students while in the care and custody of the school as per the principle of loco parentis. All reasonable steps must be taken to prevent accidents and to ensure that the school's building, grounds and equipment meet acceptable health and safety standards.

This administrative procedure outlines organizational expectations and procedures pertaining to the following: 1) student illness and injury; 2) parental obligations in the event of student illness or injury; and 3) student health and safety, and supervision of students, both in school, on the bus, and while participating in school events on and offsite.

Procedures

1. General procedures

- 1.1. School staff are expected to be vigilant and thorough in their attention to equipment, buildings, and grounds, so that unsafe equipment is not used and unsafe conditions are reported to the administration.
- 1.2. The Principal has ultimate responsibility for the effective supervision of students under his/her charge and care during all school and school-related activities.
- 1.3. The Principal shall formulate procedures pertaining to the supervision of students during:
 - 1.3.1. Times when students begin to assemble for classes until their dismissal from school;
 - 1.3.2. Morning and afternoon breaks and recesses;
 - 1.3.3. Noon hour when students are present either for lunch or other activities;
 - 1.3.4. Times or occasions when students are transported by school buses;
 - 1.3.5. Extra-curricular activities on the school grounds, in school buildings or away from school but under school sponsorship; and
 - 1.3.6. During adverse weather conditions.
- 1.4. The Principal is expected to give priority to the correction of unsafe conditions.
- 1.5. The Principal shall cooperate with and assist the community in assuring the orderly and safe conduct of all students on the way to and from school.
- 1.6. During instructional time, student supervision is the responsibility of the classroom teacher.

- 1.7. Specific supervisory duties shall be assigned by the Principal to ensure the safety of the school community and to allow for a division of responsibility.
- 1.8. The organization of the school may involve volunteer parents for various supervisory duties.
 - 1.8.1. Such supervisory duties shall be authorized by the Principal and subject to the school's expectations for volunteers.
 - 1.8.2. Parent volunteers shall be briefed as to their supervision duties.
- 1.9. If an accident occurs, the injured person shall be treated in accordance with the proper principles of first aid.
- 1.10. In this policy, "illness" shall include but not be limited to severe allergic reactions and communicable diseases.

2. Student Data

- 2.1. On an annual basis, school administration shall request and the parents of all students shall provide the following data upon re-registration:
 - 2.1.1. Name, address and telephone number(s) of parent(s);
 - 2.1.2. Name, address and telephone number of an emergency contact person in the event the parent(s) cannot be reached; and
 - 2.1.3. Existing, if any, documented medical conditions of the student which are or may be relevant in the educational setting.
- 2.2. Parents shall review and update this information on an annual basis.
- 2.3. It is the parents' responsibility to advise the school office of any changes in this information during the school year, including any minor or short-term injury or illness of the student that may be relevant in the educational setting.
- 2.4. In accordance with public health guidelines, parents are required to advise school administration if a student contracts or is exposed to a communicable disease. See section 3, Illness/Injury at School, for more information on this and parental responsibilities.
- 2.5. This data may be distributed to appropriate school staff in accordance with administrative procedures.

3. Illness/Injury at School

- 3.1. Should a student become ill or injured during the school day, the school office staff will first attempt to contact the parent(s), then the emergency contact on file, and advise them of the situation and determine an appropriate course of action.
- 3.2. Parents are expected to arrange for their child to be picked up within a reasonable time when their child is ill, in accordance with ACA's health and safety procedures.
- 3.3. Except in extenuating circumstances, parental refusal to pick up a sick child from school will be considered noncompliance with Academy policies and signed parental agreements.
- 3.4. If a child is ill, parents are asked to please keep them at home until they are well enough to participate in all school activities. If students are sent to school unwell, parents will be called to pick them up in line with school policy.
- 3.5. Sick children at school increase the likelihood that colds, flu and other diseases will spread throughout the school population. Information from the Calgary Health Region regarding communicable diseases states the following:
 - Pink Eye – Students should not attend school until free of symptoms or 24 hours after having drops
 - Head Lice – Students should not attend school until treated with an anti-lice shampoo and crème rinse.
 - Strep Throat – Students should not attend school until treated with antibiotics for 24 hours.
- 3.6. Treatment of Minor/Major Injuries:
 - Scrapes and scratches, or any injury that can be treated with ice and cleaning with soap and water and a band-aid will be dealt with at the school.
 - In the case of sprains, severe cuts, or contusions, home will be notified immediately to decide what actions should be taken.
 - In the case of open and or heavily bleeding wounds, broken bones, unconsciousness, etc., the school will call an ambulance and parents immediately.
- 3.7. If the Principal determines that the health needs of the student are best served by immediate transport to an emergency medical facility:

- 3.7.1. The principal shall arrange such transport by ambulance or private automobile as deemed necessary and appropriate.
 - 3.7.2. The cost of such emergency transport shall be paid by Alberta Classical Academy for those persons who do not carry insurance that covers such cost.
- 3.8. The Principal shall assign at least one staff member to accompany the student to the medical facility.
- 3.9. School office staff shall persist in attempts to contact the parent and/or emergency contacts on file; and
- 3.10. The staff member accompanying the student shall advise medical staff that he/she is not the parent of the student and is unable to offer consent for medical treatment.

4. Extra and Co-Curricular Activities

- 4.1. Employees charged with conducting, supervising, and transporting students in conjunction with any school or school sponsored event shall:
 - 4.1.1. Be delegated with the responsibilities of the Principal for the purposes of procedure 3 above; and
 - 4.1.2. Be apprised by school office staff of any special medical needs of participating students, if not already known to the employee.
 - 4.1.3. Establish and guarantee a student to adult supervision ratio commensurate with the planned activity.

5. Reporting

- 5.1. School staff, students and/or parents are responsible for reporting accidents, injuries and/or major illnesses occurring to students on school premises or at school sponsored activities to the school administration who shall ensure that a record is made of all details of incidents, including actions taken. All serious incidents are to be immediately reported to the Superintendent.
- 5.2. The Superintendent, upon notification, shall initiate such necessary actions as may:
 - 5.2.1. Enable the Board to be fully apprised;
 - 5.2.2. Assure compliance with Board policy and administrative procedures;
 - 5.2.3. Serve to lessen the possibility of similar accidents recurring in the future;
 - 5.2.4. Assess the potential for liability accruing to the Board; and
 - 5.2.5. Advise the Board's legal counsel and/or insurers of the circumstances.

6. Emergency Response Plan

- 6.1. The Principal is responsible for preparing Emergency Response Plans. Each plan will provide support for students and staff and a liaison with family and community services in a time of emergency.
- 6.2. The Superintendent must approve all Emergency Response Plans.

7. First Aid Training

- 7.1. Basic first aid training, including the recognition of anaphylactic reactions, should be provided to all school staff.
- 7.2. Each ACA campus shall maintain a ratio of having at 1 - 30% of its staff trained in CPR and advanced first aid. Of this, a member of the office staff, one administrator, and physical education teachers must be trained. These staff must be re-certified as required to keep them current in CPR and first aid procedures.

8. First Aid Kits and Safety Equipment

- 8.1. Basic first aid kits shall be supplied and located in the school office and the gymnasium.
- 8.2. The Principal, or designate, shall ensure the first aid kits are maintained.
- 8.3. Each campus must have at least one Automated External Defibrillator (AED) suitable for school/child use, in a central location. As with first aid, a portion of staff should be trained in proper use of the device.
- 8.4. As per ACA's [Anaphylaxis and Medical Treatment](#) procedures and the Alberta legislation, the *Protecting Students with Life-Threatening Allergies Act*, each campus should have at least one epinephrine pen on site stored securely in the main office.
- 8.5. The school shall assess its needs and equip its science lab according to guidelines recommended by Alberta Education and Occupational Health and Safety.

Reference:

Education Act, s. 3, 11, 31, 36, 52, 53, 54, 55, 196, 197, 222, 256
Supporting Safe, Secure and Caring Schools in Alberta (1999)
Safety Guidelines for Physical Activity in Alberta Schools (1999)

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