

Policy 9.10

Category: Welcoming, Caring, Respectful and Safe School

Health and Safety of Students and Staff

BACKGROUND

The CAPE Charter Board recognizes the commitment of the Government of Alberta, the Minister of Education, and Alberta Education to provide all students with high quality education in safe and caring schools. It also recognizes the commitment of the Government of Alberta to provide a safe work environment for all those within a school through the *Occupational Health and Safety Act and Code*. The CAPE Charter Board is committed to the health and safety of its students, employees, volunteers, and contracted operators, and other stakeholders.

POLICY STATEMENT

1. CAPE school activities are carried out in accordance with universal health precautions, with the *Occupational Health and Safety Act* and related legislation, the government *Occupational Health and Safety* program, the CAPE Charter Board policy, and safe practices. CAPE promotes, monitors, and recognizes effective health and safety practices and initiatives within the CAPE School and with employers contracted by the School. Health and safety matters pertaining to custodial services (janitorial, repairs/maintenance, grounds maintenance, etc.) are the responsibility of the Lease Board during the length of the lease and to the CAPE Charter Board if not in a lease agreement.
2. All administrators, co-coordinators, and employees are responsible and accountable for health and safety in their work.
3. It is the responsibility of employees to work safely, to protect themselves, others, and property at the work site.
4. The Superintendent shall provide direction, support and staff development opportunities to the school in the development and implementation of health and safety program and related protocols.
5. It is the responsibility of the Principal to implement the health and safety program by organizing training sessions, distributing relevant health information, and establishing and maintaining open communication with health organizations. It is also the responsibility of the Principal to ensure that employees are competent, hazards are identified, and work practices, equipment and environments are safe in all school operations.

**CAPE-Centre for Academic and Personal Excellence
PolicyManual**

Policy 9.10

Category: Welcoming, Caring, Respectful and Safe School

6. The Principal will designate a member of the administrative team to assist in the implementation and management of the health and safety program and in the maintenance of all appropriate and relevant records, check lists, and reports.
7. The Principal will ensure that the necessary and appropriate in-service, training, and courses are made available to all employees and that the employees have access to written reference materials such as universal precautions guidelines, communicable diseases management guidelines, the Occupational Health and Safety Act and Code, and all other relevant resources.

DEFINITIONS:

8. **Health/Wellness** - a state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity.
9. **Allergen** - a substance capable of inducing allergy or hypersensitivity.
10. **Allergy** - a hypersensitive state acquired through exposure to a particular allergen, with re-exposure bringing to light an altered capacity to react.
11. **Allergen-free Environments** - means school sites that provide assurance that life-threatening allergens are not present at the site.
12. **Allergy-aware or Allergy-safe Environments** - school sites that provide comprehensive information about allergens, allergies and anaphylaxis to students, parents and staff members, and that minimize the extent to which individuals at the site who have severe allergies are at risk of exposure to potentially life-threatening allergens.
13. **Anaphylaxis** - a severe systematic allergic reaction to any stimulus that has a sudden onset, involves one or more body systems with multiple symptoms, and can be life threatening. As such, it requires avoidance strategies as well as an immediate response and intervention in the event of an emergency.
14. **Drug** - any **chemical** that affects the human body or mind when it is swallowed, breathed in, or consumed in another way.
15. **Alcohol** - a colourless volatile flammable liquid that is produced by the natural fermentation of sugars and is the intoxicating constituent of wine, beer, spirits, and other drinks, and is also used as an industrial solvent and as fuel.

Policy 9.10

Category: Welcoming, Caring, Respectful and Safe School

16. **Tobacco** - plant of the nightshade family, found mainly in North America and South America. Dried tobacco leaves are often smoked in cigars, cigarettes and pipes, but can also be chewed in the mouth or sniffed in the nose.
17. **Illicit drugs** - substances that either stimulate (such as cocaine or amphetamines) or inhibit (such as heroin or sedative-hypnotics) the central nervous system.
18. **Illegal drugs** - [drugs](#) which have limitations on their ownership or use by a government, and are illegal in certain situations (meaning a person is not allowed to have them).
19. **Naloxone** - a medication used to block the effects of opioids, especially in overdose.

GUIDELINES:

20. **HEALTH**

It is important to develop within staff and students an understanding of measures and practices that are conducive to good health. This involves the acceptance of universal precautionary measures related to the spread of communicable diseases, knowledge of First Aid/CPR, and preventative measures.

20.1 **First Aid:**

20.1.1 The principal is responsible for ensuring that all employees have access to training and resources so that they may knowledgeably and confidently respond to health emergency that may arise.

20.2 **Contaminations/Infectious Diseases:**

20.2.1 All staff members shall have access to general information and all possible resources so that they may apply Universal Precautions, meaning the application of strategies for isolation precautions to prevent the spread of blood-borne infections by applying Blood and Body Fluid precautions universally to all persons regardless of their presumed infection status.

Policy 9.10

Category: Welcoming, Caring, Respectful and Safe School

20.2.2 The Principal or a designate is responsible for promoting and ensuring the maintenance of a clean and safe environment in order to adequately reduce the spread of disease and infection.

20.3 Flu Shots:

20.3.1 The CAPE Charter Board will cover the cost of annual flu shots for all participating staff members.

20.4 Administering Medication to Students:

20.4.1 The Principal is responsible for structuring the process and required forms, and for monitoring the process.

20.5 Severe (Anaphylactic) Allergies:

20.5.1 The CAPE Charter Board recognizes the dangers faced by students and staff with severe allergic or anaphylactic reactions. While the CAPE Charter Board cannot guarantee an allergen-free environment, the CAPE Charter Board takes all necessary steps to safeguard the health and wellness of students and staff.

20.5.2 Board will take reasonable steps to ensure an allergy aware environment for students and staff with life-threatening allergies further to the goal of maintaining a safe and caring environment for all students.

20.5.3 The responsibility for communicating concerns about students with severe or anaphylactic reactions belongs to parents and to the students themselves, depending on the student's age and maturity.

20.5.4 The responsibility for communicating concerns about staff with severe or anaphylactic reactions belongs to the staff member. It may be necessary at times for school staff to provide an appropriate emergency medical response in the event of an anaphylactic reaction.

20.5.5 It is the responsibility of parents of children with severe or anaphylactic allergies to encourage their child to wear an *Allergy Alert* bracelet and preferably carry an epinephrine auto-injector (EpiPen) on their person. Parents must also provide information about the diagnosis at the beginning of the school year and a change in diagnosis as it occurs to the principal, home room teacher and bus

Policy 9.10

Category: Welcoming, Caring, Respectful and Safe School

driver at the beginning of each school year, or when their child changes schools.

20.5.6 The Superintendent or designate will ensure that risk reduction plans are developed, shared with each staff member, accessible to each staff member, and reviewed annually.

20.5.6 The Superintendent will ensure that files with medical information for each student who has an anaphylactic allergy are maintained through an Individual emergency response plan that must include the Anaphylaxis Emergency Plan.

20.5.7 The Superintendent or designate will develop effective and planned communication strategies that target the different participants in a school community in an effort to reduce fear and uncertainty while building capacity to respond to individuals with severe allergies.

20.5.8 The Superintendent or designate will make available to all staff regular training on dealing with life-threatening allergies.

20.5.9 The Principal will maintain a minimum of one epinephrine auto-injector in each school for emergency use.

20.5.10 The Principal will ensure that every staff member is familiar with the protocol for emergency administration of medication and adheres to the protocol.

20.5.11 Anaphylaxis management is a shared responsibility that includes allergic children, their parents, caregivers, and the entire school community.

20.6 Head Lice:

20.6.1 The CAPE Charter Board believes that early intervention and treatment is of paramount importance in controlling the spread of head lice.

20.6.2 The school is encouraged to enlist the help of Regional Health Services for information and training for parents and staff.

Policy 9.10

Category: Welcoming, Caring, Respectful and Safe School

20.7 Smoke Free Environment:

20.7.1 Smoking tobacco has proven to be a serious health risk, for those smoking as well as for individuals exposed to second-hand smoke.

Providing a healthy working environment for employees and a healthy learning environment for students is a goal of the CAPE Charter Board and school. As well, CAPE encourages healthy lifestyles for employees and students. This policy also applies to tobacco products in “smokeless” form and to vaping.

20.7.2 The CAPE Charter Board is committed to the provision of a smoke free environment for staff and students.

20.7.3 CAPE prohibits the-use, possession, distribution, or collection of money for any tobacco product, including vaping in school, on school grounds or in the context of any school-related activity.

20.7.4 CAPE prohibits the use, possession, distribution, or collection of money for non-medicinal cannabis or inhalants in school, on school grounds or in the context of any school-related activity.

20.7.5 The use of any tobacco product during smudging/pipe ceremony is not subject to this policy. The administration is charged with ensuring the process for smudging/pipe ceremony is clearly defined and followed.

20.8 Alcohol Free Environment:

20.8.1 Use of alcohol has proven to be a serious health risk, for those using as well as for individuals affected by an intoxicated individual.

Providing a healthy working environment for employees and a healthy learning environment for students is a goal of the CAPE Charter Charter Board and school. As well, CAPE encourages healthy lifestyles for employees and students.

20.8.2 The CAPE Charter Charter Board is committed to the provision of a environment for staff and students that is free from alcohol use and abuse.

20.8.3 CAPE prohibits the use, possession, distribution, or collection of money for alcohol in school, on school grounds or in the context of any school-related activity.

Policy 9.10

Category: Welcoming, Caring, Respectful and Safe School

20.9 Drug Free Environment:

20.9.1 Use of illicit or illegal drugs has proven to be a serious health risk, for those using and, potentially, also to others. Providing a healthy working environment for employees and a healthy learning environment for students is a goal of the CAPE Charter Charter Board and school. As well, CAPE encourages healthy lifestyles for employees and students.

20.9.2 The CAPE Charter Charter Board is committed to the provision of a environment for staff and students that is free from illicit or illegal drug use and abuse.

20.9.3 CAPE prohibits the use, possession, distribution, or collection of money for illicit or illegal drugs, non-medicinal cannabis-infused products, or inhalants in school, on school grounds or in the context of any school-related activity.

20.9.4 To safeguard the health and wellness of students and staff, the CAPE administration is to secure a supply of Naloxone for use if or when necessary.

20.9.5 The administration will ensure that staff have at least a rudimentary knowledge of illicit or illegal drug use and abuse.

15. WORKPLACE SAFETY:

The CAPE Charter Board recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students and staff in the workplace. The CAPE Charter Board endeavours to maintain a safe working environment for staff and students by systematic and routine inspections of the facility, grounds, and equipment, by maintaining a close working relationship with the Lease Board, and by ensuring that staff and students have the necessary skills and knowledge to attend to their own personal safety and to the safety of all those in the facility. However, the CAPE Charter Board acknowledges that accidents can and do occur in the workplace and therefore is committed to supporting the recovery process and the return to work of all employees.

15.1. The Superintendent will develop procedures and related forms to address:

- *Facility and Grounds Inspections
- *Building Maintenance
- *Work in High Places
- *Strenuous Work
- *Dangerous Materials

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 9.10

Category: Welcoming, Caring, Respectful and Safe School

- *Hallways/Stairwells
 - *Working alone
 - *Workplace Injury
- 15.2 The Superintendent and Principal are responsible for annually reviewing and amending procedures as deemed necessary.
- 15.3 The Principal is responsible for ensuring that all staff members are aware of CAPE's policies and administrative procedures and forms.
- 15.4 The Principal is responsible for the implementation of these procedures, for supporting staff in its implementation efforts, and for accurate records keeping.

References:

School Act

Ministerial Directive 4.1.1 – HIV/AIDS in Education Settings

Freedom of Information and Protection of Privacy Act

Guide to Education

Occupational Health and Safety Act

Protection of Students with Life-Threatening Allergies Act

Communicable Diseases Regulation

Occupational Health and Safety Act Regulation

Occupational Health and Safety Code

Public Health Act

Health Information Act

Alberta Emergency Medical Aid Act

Prevention of Youth Tobacco Use Act

Prevention of Youth Tobacco Use Regulation AR 13/2003

Canadian Human Rights Act

Child Welfare Act

Criminal Code

Individual's Rights Protection Act

Worker's Compensation Act

Canadian Charter of Rights and Freedoms

Individual's Rights Protection Act

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 9.10

Category: Welcoming, Caring, Respectful and Safe School

A.T.A. Code of Professional Conduct

CAPE Code of Conduct for Certificated Staff

CAPE Code of Conduct for Non-Certificated Staff

*Anaphylaxis in Schools and Other Child Care Settings, Canadian Society of Allergy and
Clinical Immunology, 2005*

Anaphylaxis Canada (www.anaphylaxis.ca/)

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Motion: #

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Motion: #2013-3-5-12

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