



AP 9.03

Category: Safety and Wellness

Infectious Diseases & Environmental Risks

BACKGROUND & RATIONALE

The CAPE Charter Board is committed to the health and safety of its students, employees, volunteers, and contracted operators. 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.

The principal is responsible for the administration of this Administrative Procedure.

PURPOSE

The CAPE School endeavours to maintain a healthy work environment for staff and students. CAPE School activities are carried out in accordance with universal health precautions, with the OH&S Act and related legislation, the government OH&S program, 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 contractor. All administrators, co-coordinators, and employees are responsible and accountable for health and safety in their work, for working safely, for protecting themselves and others while at the work.

DEFINITIONS

1. Universal precaution - a standard set of guidelines to prevent the transmission of bloodborne pathogens from exposure to blood and other potentially infectious materials (OPIM); 5 Steps of Universal Precautions; education, hand washing, use of protective barriers (Personal Protective Equipment (PPE)), cleaning of contaminated surfaces, safe handling/disposal of contaminated material.
2. Communicable disease - also known as infectious diseases or transmissible diseases, are illnesses that result from the infection, presence and growth of pathogenic (capable of causing disease) biologic agents in an individual human or other animal host.

**CAPE-Centre for Academic and Personal Excellence
Administrative Procedures Manual**

AP 9.03

Category: Safety and Wellness

PROCEDURE

First Aid

3. The Executive Assistant is responsible for ensuring that all employees hold a valid First Aid/CPR certificate.
4. The Executive Assistant is responsible for ensuring that all employees have access to training to attain a valid First Aid/CPR certificate.
5. The Executive Assistant is responsible for ensuring that all employees renew their First Aid/CPR certification every 2 years.
6. The facility Manager shall ensure that all staff members have prompt access to First Aid kits and that these kits are kept stocked at all times.

Contaminations/Infectious Diseases

7. All staff members shall 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.
8. The administrative assistant shall ensure that an adequate supply of the required materials (gloves, liquid and spray disinfectants, bleach, sanitary wipes, etc.) is readily available to all staff members.
9. The administrative assistant shall ensure that hand sanitizers are visibly available in all offices and hallways.
10. The Principal and the Facility Manager shall ensure that all staff members have access to general information about communicable diseases from the Southeast Alberta Public Health.
11. The Principal and the Facility Manager shall ensure that the students are provided with information on communicable diseases in a form that is appropriate to age and that this information is clearly posted in all teaching spaces and bathrooms.
12. Teachers shall promote the use of Universal Precautions by routinely engaging the students in discussions about proper hygiene, hand washing, etc. and by practicing these skills as part of the school routine.

Flu Shot

13. The administrative assistant will inform all staff about availability of flu shots and strongly recommend that all staff receive the flu vaccine.

**CAPE-Centre for Academic and Personal Excellence
Administrative Procedures Manual**

AP 9.03

Category: Safety and Wellness

14. The administrative assistant will arrange, if possible, for the flu vaccine to be administered at the school for all staff so that all staff members may be vaccinated.

Administering Medication to Students

15. The principal will structure protocols so that the school may assist in providing medication safely.
16. The Student Medical Information Form must be completed by parents before any medication will be administered to students.
17. The Student Medical Information Form must include specific direction/instructions from the physician:
 - Student's Full Name;
 - Name of medication;
 - Prescribed dosage during school hours;
 - Schedule of dosage during school hours;
 - Precautions regarding administration;
 - Any other pertinent information
18. Having received the above information the Principal will decide whether the school should become involved in the administration of the medication. Should the principal agree, then all medications will be administered by the designated Administration Assistant.
19. Accurate records must be kept regarding any medication administered including name of medication given, time of administration and initials of administering the medication.

Head Lice

20. The principal or a designate shall, where a problem of infestation has been identified, take preventative measures, i.e. isolate clothing, instruct students re transmission of head lice.
21. The administrative assistant may contact the parents if deemed necessary.
22. Students must go home and be treated, then may return to school.

Severe (Anaphylactic) Allergies

23. The principal will ensure that identification procedures are in place via the registration package.
24. The principal shall ask parents of students who share a classroom with a student at risk of anaphylaxis, to refrain from sending foods containing the allergen to school.
25. Young children will be supervised by an adult while eating.

**CAPE-Centre for Academic and Personal Excellence
Administrative Procedures Manual**

AP 9.03

Category: Safety and Wellness

26. Individuals with food allergy must not trade or share food, food utensils, or food containers.
27. If a classroom is used as a lunchroom, it will be established as an “allergen-free” area, using a cooperative approach with students and parents. The school staff shall develop strategies for monitoring such “allergen-free” areas and for identifying high-risk areas for students at risk of anaphylaxis.
28. If parents provide food to the class for special occasions, they must ensure that the ingredients do not pose a threat to students at risk of anaphylaxis.
29. The Facility Manager will have insect nests professionally relocated or destroyed, as appropriate.
30. The principal will ensure that all staff adhere to the CAPE Board AP re first aid training and that standardized anaphylaxis training should be provided once a year at a minimum, preferably around the start of the school year.
31. Parents should make every effort to teach their allergic children to self-protect. Good safety habits should be established from an early age. Parents:
 - 31.1 must make every effort to teach their allergic children to protect themselves through avoidance strategies;
 - 31.2 are responsible for informing the school about the student’s allergies, and updating the school on any changes (e.g. diagnosis of an additional allergy, outgrowing an allergy);
 - 31.3 must provide the child/school with an epinephrine auto-injector which is not expired.
 - 31.5 will complete an Anaphylaxis Emergency Plan (Medical Release Form) and provide allergy information, emergency contact numbers, emergency protocol, and signature of the parent/guardian and physician.
 - 31.5 will provide consent to allow school staff to use an epinephrine auto injector when they consider it necessary in an anaphylaxis emergency;
 - 31.6 for food-allergic children, will provide non-perishable foods and safe snacks for special occasions.
 - 31.7 will communicate with school staff about field trip arrangements.
32. Students at Risk:
 - 32.1 will have one epinephrine auto-injector with their name on it, kept in a readily available, unlocked location as designated by the school principal, student’s should be encouraged to carry their own auto-injector when age appropriate;
 - 32.2 will avoid eating if they do not have ready access to an epinephrine auto injector;
 - 32.3 will be very cautious when eating foods prepared by others.

**CAPE-Centre for Academic and Personal Excellence
Administrative Procedures Manual**

AP 9.03

Category: Safety and Wellness

32.4 will be encouraged to wear medical identification, such as a *Medic Alert* bracelet or necklace which clearly identifies their allergy, or a special badge in the case of very young children.

Smoke Free Environment

32. CAPE prohibits the sale, promotion and use of tobacco products in the facility and on the school grounds.
32. The vice-principal is responsible for addressing any incident of staff selling, promoting or using tobacco products in the facility and on the grounds with the staff member.
33. Repeated offences will not be tolerated and will be addressed through a formal letter of reprimand but could also result in termination of contract.
34. The vice-principal is responsible for addressing any incident of students selling, promoting or using tobacco products in the facility and on the school grounds. Repeated offences will be subject to the student discipline policies of the school.
35. The vice-principal is responsible for addressing any incident of visitors selling, promoting or using tobacco products in the facility and on the school grounds. Repeated offenders will be requested to leave the premises

References:

Education 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

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

**CAPE-Centre for Academic and Personal Excellence
Administrative Procedures Manual**

AP 9.03

Category: Safety and Wellness

Worker's Compensation Act

Canadian Charter of Rights and Freedoms

Individual's Rights Protection Act

CAPE Certificated Staff Code of Conduct

CAPE Non- Certificated Staff Code of Conduct

CAPE Student Code of Conduct

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

Revised: August 2022