



AP 9.13

Category: Welcoming, Caring, Respectful and Safe School

Health and Safety of Students and Staff

BACKGROUND & RATIONALE

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 welcoming, caring, respectful and safe 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. CAPE is committed to a welcoming, caring, respectful and safe learning environment.

PURPOSE

The scope of this administrative procedure applies to all within the CAPE facility and grounds, on school-related activities including transportation, and applies to staff, students, parents, contractors, consultants, volunteers, and guests.

DEFINITIONS

1. **Welcoming** - a kindly greeting or reception, as to one whose arrival gives pleasure.
2. **Caring** - displaying kindness and concern for others.
3. **Respectful** - showing politeness or deference, showing respect (a feeling or understanding that someone or something is important, serious, and should be treated in an appropriate way).
4. **Safe** - protected from or not exposed to danger or risk; not likely to be harmed or lost.
5. **Health/Wellness** - a state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity.
6. **Allergen** - a substance capable of inducing allergy or hypersensitivity.
7. **Allergy** - a hypersensitive state acquired through exposure to a particular allergen, with re-exposure bringing to light an altered capacity to react.
8. **Allergen-free Environments** - means school sites that provide assurance that life-threatening allergens are not present at the site.

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9. **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.
10. **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.
11. **Drug** - any chemical that affects the human body or mind when it is swallowed, breathed in, or consumed in another way.
- 1.2 **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.
13. **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.

PROCEDURE

14. **First Aid:**
 - 14.1 The Executive Assistant is responsible for ensuring that all employees hold or are provided with access to training to attain a valid First Aid/CPR certificate.
 - 14.2 The Principal shall ensure that all staff members have prompt access to any resources they may require.
15. **Contaminations/Infectious Diseases:**
 - 15.1 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.
 - 15.2 The Principal or a designate shall ensure that all staff members have access to general information and all possible resources so that they can effectively integrate that information in their daily routines.

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- 15.3 The Principal or designated administrative assistant is responsible for notifying the local regional community health services if the Principal has reasons to believe that an individual at the school is infected with a reportable communicable disease as defined by the Public Health Act.
- 15.4 The Facility Manager 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.
16. **Flu Shots:**
- 16.1 The CAPE Charter Board will cover the cost of annual flu shots for all participating staff members.
- 16.2 The Principal or the designated administrative assistant will ensure that all staff members have access to or are informed about the availability of flu shots.
- 16.3 Staff members are encouraged to get vaccinated as a means of protecting themselves and others against the flu, unless the staff member has a valid reason to not be vaccinated.
17. **Administering Medication to Students:**
- 17.1 The Principal is responsible for structuring the process and required forms, and for monitoring the process.
- 17.2 The school may administer medications only upon parental request and with physician guidelines.
- 17.3 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 administrative assistant who will keep appropriate records.
- 17.4 All medications must be stored in a secure space at all times.
- 17.5 Parents are responsible for ensuring that the school is provided with the medication and physician guidelines, and informed of any changes to the dosage or administration time.
18. **Severe (Anaphylactic) Allergies:**
- 18.1 The CAPE Charter Board recognizes the dangers faced by students and staff with severe allergic or anaphylactic reactions.

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- 18.2 While the CAPE Charter Board cannot guarantee an allergen-free environment, CAPE school takes all necessary steps to safeguard the health and wellness of students and staff.
- 18.3 The CAPE Charter 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.
- 18.4 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.
- 18.5 It may be necessary at times for school staff to provide an appropriate emergency medical response in the event of an anaphylactic reaction.
- 18.6 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 driver, if applicable, at the beginning of each school year, or when their child changes schools.
- 18.7 The Principal will ensure that an individual emergency response plan is completed for each student with anaphylactic allergies in cooperation with the parents, the student's physician and where the Principal deems it necessary, the public health nurse. The Anaphylaxis Emergency Plan is kept in a readily accessible location at the school.
- 18.8 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. All staff members will be made aware that a child at risk of anaphylaxis is attending their school and that child shall be identified before or immediately after the child registers at the school.
- 18.9 With the consent of the parent, the principal and the classroom teacher must ensure that the student's classmates are provided with information on severe allergies in a manner that is appropriate for the age and maturity level of the students, and that strategies to reduce teasing and bullying are incorporated in this information.
- 18.10 A general awareness and information package be sent home via newsletter to all parents regarding allergy's and problematic foods.

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- 18.11 Strategies must be developed so as to avoid risk and must be based on the developmental age of the student and the particular allergen. Avoidance strategies do not imply that there is zero risk, but strive to create an *allergy safe* as opposed to an *allergen-free* environment.
- 18.12 The entire school population will be educated regarding the seriousness of anaphylaxis and taught how to respond appropriately to an anaphylaxis emergency.
- 18.13 Anaphylaxis management is a shared responsibility that includes allergic children, their parents, caregivers, and the entire school community.

19. Head Lice:

- 19.1 The presence of head lice shall immediately and discreetly be brought to the attention of the Principal.
- 19.2 The Principal shall enlist the help of Regional Health Services for information and training for parents and staff.
- 19.3 In extreme cases, the principal may exclude a student from attending school until the principal is assured the student is free of head lice.
- 19.4 The Principal may facilitate the training of a team of volunteers to assist the school in the control of head lice.
- 19.5 Confidentiality is paramount when addressing a case of head lice within the school.

20. Smoke Free Environment:

- 20.1 If the Vice-Principal has reasonable evidence to allege that a student has consumed tobacco product, vaping, non-medicinal cannabis or inhalants, the Vice-Principal shall:
 - 20.1.1 take all necessary steps, if any, to ensure the safety and well-being of students and staff;
 - 20.1.2 notify the parents of such student; and
 - 20.1.3 immediately suspend the student from school and school-sponsored activities for a period of two (2) days i.e. out of school suspension;
 - 20.1.4 a second violation shall result in an immediate suspension of three (3) days i.e. out of school suspension. The student and the parents are to be informed that a third violation will result in a five (5) day suspension and a recommendation to the CAPE Charter Board for expulsion;

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20.1.5 a third violation shall result in an immediate suspension of five (5) days i.e. out of school suspension. The Vice-Principal shall make a recommendation to the CAPE Charter Board for expulsion.

20.2 If a student is found to be in possession of a tobacco product, vaping, non-medicinal cannabis or inhalants, the product will be confiscated and destroyed unless the Vice-Principal is of the opinion that the involvement of police services is warranted. In this case, the Superintendent and police shall be contacted for further conversations.

20.3 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.

21. Alcohol Free Environment:

21.1 If the Vice-Principal has reasonable evidence to allege that a student has consumed alcohol, the Vice-Principal shall:

21.1.1 take all necessary steps to ensure the safety and well-being of students and staff;

21.1.2 notify the parents of such student; and

21.1.3 immediately suspend the student from school and school-sponsored activities for a period of two (2) days i.e. out of school suspension;

21.1.4 a second violation shall result in an immediate suspension of three (3) days i.e. out of school suspension. The student and the parents are to be informed that a third violation will result in a five (5) day suspension and a recommendation to the CAPE Charter Board for expulsion;

21.1.5 a third violation shall result in an immediate suspension of five (5) days i.e. out of school suspension. The Principal shall make a recommendation to the CAPE Charter Board for expulsion.

21.2 If a student is found to be in possession of alcohol, the product will be confiscated and destroyed unless the Vice-Principal is of the opinion that the involvement of police services is warranted. In this case, the Superintendent and police shall be contacted for further conversations.

22. Drug Free Environment:

22.1 If the Vice-Principal has reasonable evidence to allege that a student has consumed or is under the influence of illegal or illicit drugs (i.e. non-medicinal), the Vice-Principal shall:

22.1.1 notify the parents of such student; and

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- 22.1.2 immediately suspend the student from school and school-sponsored activities for a period of three (3) days i.e. out of school suspension;
 - 22.1.3 a repeat violation shall result in an immediate suspension of five (5) days and a recommendation to the Charter Board for expulsion i.e. out of school suspension.
 - 22.2 If the Vice-Principal has reasonable evidence to allege that a student is in possession of illegal or illicit drugs (i.e. non-medicinal), the Vice-Principal shall:
 - 22.2.1 confiscate and destroy the product unless the Principal is of the opinion that criminal charges ought to be laid. In this case, the Superintendent and police shall be contacted and the alcohol will be turned over to the police.
 - 22.3 If the Vice-Principal has reasonable evidence to allege that a student is distributing a non-medicinal drug, the Superintendent and police shall be contacted immediately.
23. **Workplace Safety:**
- 23.1 The Principal is to be familiar 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.
 - 23.2 The Principal shall ensure that all staff members are aware of the procedures and related forms that address aspects of the workplace.
 - 23.3 The Principal is to review these procedures every three years.

References:

CAPE Policy Manual, Section 9
Education Act
Occupational Health and Safety Act
Occupational Health and Safety Regulation
Occupational Health and Safety Code

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