

HEALTH AND SAFETY OF STUDENTS AND STAFF

Background

The Division is committed to providing a safe and healthy study and work environment for its students, staff members, volunteers and the general public.

Procedures

1. Under the *Occupational Health and Safety Act* and its regulations, all staff members have the responsibility to ensure the health and safety of themselves and their colleagues.
 - 1.1 All Division administrators, staff and contractors shall comply with Health and Safety legislation.
 - 1.2 All Division personnel and contractors shall comply with WHMIS (Workplace Hazardous Materials Information System) standards.
 - 1.3 All Division personnel and contractors who, as a part of their duties, either use or may be exposed to hazardous chemicals shall take a WHMIS training session.

2. The establishment and maintenance of safe learning and working conditions is to be a primary consideration for supervisors and staff.
 - 2.1 Each school shall develop policy, guidelines and procedures that prescribe the rules of safe operation of all laboratories within the school. Such a policy shall address:
 - 2.1.1 Safe and secure storage, annual checking, and disposal, where needed, of chemicals;
 - 2.1.2 WHMIS labeling of all chemicals;
 - 2.1.3 Safe and secure storage and use of laboratory equipment;
 - 2.1.4 Safe use of natural gas and security when gas is not in use;
 - 2.1.5 Appropriate teacher supervision of students in all laboratory activities;
 - 2.1.6 The training of staff in the use and maintenance of safety equipment, and the use and hazards of any equipment or chemicals they may use as well as the safety requirements of any procedure or activity they may use;
 - 2.1.7 The training of students in any safety procedures relevant to the work they are doing; and

- 2.1.8 Any other measures required to ensure the safety of students and staff in any school laboratory.
3. The development and implementation of safety and accident prevention programs is mandatory in order to develop a learning and working environment that promotes health and safety.
4. The provision of instruction and training to ensure appropriate response in the event of an accident.
 - 4.1 In order to ensure that there are staff members proficient in administering First Aid, the Division encourages staff members to take the St. John's Ambulance First Aid course and requires the minimum number of personnel trained in accordance with Occupational Health and Safety Regulations.
 - 4.2 Upon approval and the successful completion of the St. John's Ambulance First Aid Course, the Division will reimburse the staff member's registration fee. The Division, through centralized funds, will pay for each location to have the minimum number of personnel trained. Any staff trained in excess of the minimum standard shall be paid through decentralized professional development allotments.
 - 4.3 Teachers shall immediately report to the principal or designate any accident or illness which occurs to a student in their care.
 - 4.4 When a student requires medical treatment, the parents shall be informed and requested to take their child for necessary medical attention (see AP315)
 - 4.5 When the parents or guardians cannot be contacted, the principal shall arrange for necessary transportation and medical treatment.
 - 4.6 No sick or injured student shall be sent home alone unless prior permission is received from the parent.
 - 4.7 When a student is injured while attending school or during a school sponsored activity, the principal shall set forth all details of the accident, including the actions taken, on the prescribed accident form. One copy of the form is to be sent to the Director and a copy retained in the school file.
 - 4.8 Any staff member covered by worker's compensation who is injured while carrying out his/her duties to the Division shall, within the specified time, fill out any forms required under Worker's Compensation.
 - 4.9 Any staff member not covered under Worker's Compensation shall report to their immediate supervisor any injury caused by an accident while carrying out their duties to the Division. The supervisor shall report such accident injury to the Director.
 - 4.10 The application of Universal Precautions (AP160App), meaning the application of precautions regarding contact with blood and body fluids to all persons regardless of their presumed infection status, is mandatory for all staff members.

- 4.11 Universal Precautions in a school setting shall apply to isolation of all moist and potentially infectious body substances (blood, feces, urine, sputum, saliva, wound drainage, and other body fluids) from all persons regardless of their presumed infection status through the use of protective gloves.
 - 4.12 Staff members shall put on clean protective gloves before contact with mucous membranes, non-intact skin and for anticipated contact with moist body substances. Remove protective gloves promptly after use, before handling non-contaminated items or environmental surfaces and wash hands immediately to avoid transfer of micro-organisms to others or environments.
 - 4.13 The principal or central office administrator shall ensure that an adequate supply of protective gloves is available to all staff members and that all staff members have knowledge of storage locations and easy access to the protective gloves.
 - 4.14 Schools shall ensure that policy and procedures are developed for the application of Universal Precautions in their work environment
5. Staff members and students are required to comply with the provisions of the *Public Health Act* and the *Communicable Diseases Regulations*.
 - 5.1 When a principal or central office administrator is made aware that a student, staff member or contractor may be infected with a communicable disease as defined in the *Communicable Diseases Regulations*, the following action shall be taken:
 - 5.1.1 Arrange for the isolation or return to their home of the student or staff member as prescribed in the *Communicable Diseases Regulations*;
 - 5.1.2 Notify the medical officer of health as prescribed in the *Public Health Act*; and
 - 5.1.3 Notify the Director or designate.
6. The Health and Safety of Students and Staff administrative procedure shall take precedence in the application of any procedures in matters of health and safety.
 7. The Division is committed to assisting students and staff members who are diagnosed as having AIDS or who test positive for HIV. The well-being and rights of students and staff members shall be duly considered in all educational and work environments in accordance with provincial Human Rights legislation and this administrative procedure. In dealing with cases of communicable diseases, the following procedures are supplementary to those actions required by Section 231 of the Education Act and Section 2 of the Public Health Act.
 - 7.1 Staff Members
 - 7.1.1 Upon receipt of a medical diagnosis that a staff member has AIDS or is infected by HIV, the Director shall consult with and follow the advice of the Board's medical advisor and the Medical Health Officer of Health. The

Medical Health Officer shall be requested to consult with the staff member and the attending physician.

- 7.1.2 Dissemination of information regarding the infected staff member shall be restricted to those who need to know, as determined by the Director, in consultation with the Medical Health Officer and the patient's attending physician. The staff member's health information will be treated in confidence and not shared without the consultation with, and knowledge of the staff member.
- 7.1.3 An HIV infected staff member shall not be prevented from working for the Division except on the recommendation of the Director, following consultation with the Medical Health Officer and the staff member's physician.
- 7.1.4 Where an infected staff member is excluded from his/her usual place of employment, every attempt shall be made to provide alternate employment. Decisions regarding appropriate settings shall be made on case-by-case basis.

7.2 Students

- 7.2.1 Upon receipt of a medical diagnosis that a student who is enrolled or seeking enrolment in the school system has AIDS or is infected with HIV, the Director shall consult with and follow the advice of the Medical Health Officer of Health. The Medical Health Officer shall be requested to consult with the student's parent(s)/guardian(s) and the attending physician.
- 7.2.2 Dissemination of information regarding the infected student shall be restricted to those who need to know, as determined by the Director, in consultation with the Medical Health Officer and the student's attending physician. The student's health information will be treated in confidence and not shared without the consultation with and knowledge of the student's parent or guardian.
- 7.2.3 An HIV infected student shall not be excluded from the regular educational program except on the recommendation of the Director following consultation with the Medical Health Officer and the student's attending physician.
- 7.2.4 Where an infected student is excluded from school, every attempt shall be made to provide an alternate educational program. Decisions regarding appropriate educational settings shall be made on a case-by-case basis.

Legal Reference: Section 85, 87, 109, 231 Education Act
 AP 160App, AP 315
 Occupational Health and Safety Act
 Public Health Act
 Communicable Diseases Regulations

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