

## Asasa Learning School Authority 0235

Health and Safety Protocol 4.0
Updated: July 28, 2018
Approved by: Board of Directors
Applies to: All Alberta Certified Teaching Staff, Students, Support Staff, Parents

**Objective:** This policy is designed to ensure that students are safe and healthy at the school. It is important for students to be injury free, receive appropriate treatment when needed and maintain a culture of high level of health and safety by the involvement of the entire School Authority community.

**Policy:** Student health and safety protocol encompasses a broad spectrum of procedures whose purpose is to collectively ensure that students are safe and cared for at the school. The policy is designed to address safety on the bus, safety of students while loading and unloading, fire safety, health safety and the prevention of communicable diseases. The policy also recommends procedures to ensure an adequate number of teachers are trained in first aid and CPR, know who to call in case of a medical emergency and prepare an Incident Report. Minimum number of lockdown procedures and fire safety procedures must also be performed.

### Procedure:

#### 1. Premises Security

The School Authority highly encourages all employees to keep the doors shut if they do not know the visitor, no one is expecting the visitor at the school or there is any hint of a threat to the safety of person or property. The school is to be locked at all times, except when students arrive or leave the school. At least two teachers must be present for security and access control purposes at opening and closing time. Only active employees, landlord and approved contractors should have access to the school building. Parents must make an appointment to visit the school. Once at the school, parents must ring the doorbell. One of the staff members can open the door and allow access to the building, after the parent or vendor has signed in. A member of the support staff should always be present when a parent, contractor or the landlord is visiting the premises. All schools must have 24-hour continuous-recording video surveillance.

#### 2. Health and Safety

All schools and/or ECS operations operating under the School Authority must comply with Alberta Health and Safety regulation by ensuring they receive a satisfactory inspection report from a safety inspection officer at least once every 3 years. This inspection should be carried out to make sure all cabinets are affixed to the wall, chemicals are kept out of students' reach, building is safe for occupancy and the school is kept in a clean and sanitary condition.

If the school receives non-compliance in any area during a health and safety audit then the school should strive to remedy the situation within thirty (30) days. After the completion of any issues requiring modification or improvement, the safety inspection officer should be called forthwith to re-inspect the premises and school staff should obtain a satisfactory inspection report and keep it on file.

If any school or ECS operation has a playground structure, it should be maintained according to the standards outlined by the City of Calgary. The safety inspection officer should be advised to inspect such playground structure during his or her visit to ensure safety and compliance. If the playground structure is found non-compliant, a sign is to be placed on the structure and all staff advised to keep students from using the structure. Once the playground structure is repaired to CSA standards for the type of playground structure involved, then it can be made available for student use again.

One or more first aid and CPR qualified person with current certification should be on staff for every 100 students. There must be a first aid kit kept on school premises that meets or exceeds the requirements specified by Alberta Health Services. Minor cuts and bruises can be treated within the school, while an injury of a more severe nature must be dealt with by calling 911. No matter the severity of the injury, an Incident Report must be created and placed in the student's file. For injuries of a severe nature, parents must be notified immediately.

Allergies should be taken seriously and teachers should ensure students do not share lunches. Parents are not to provide food to a group of students at the school as the School Authority does not maintain a database of students with specific allergies nor does it claim to be able to tell whether a specific student is allergic to a certain item by observation alone.

Students who have influenza or other communicable disease are advised to stay home. Any request for student absence arising from a communicable disease will likely be granted. In rare cases, Alberta Health Services might make a recommendation regarding unusual or dangerous disease outbreaks. The School Authority is to follow all instructions issued by Alberta Health Services to the best of its ability.

All schools and ECS operations under the School Authority must cooperate with Alberta Health Services in delivering any vaccinations or health assessments on school premises. The information on students will be shared with Alberta Health Services solely for the purpose of health and safety. The School Authority should keep up with any policy mandated by Alberta Education regarding any data collection or sharing initiative regarding student health and safety.

Any notifiable disease listed in Schedule 1 or 2 of the *Public Health Act Communicable Diseases Regulation 238/85* must be reported including any disease in epidemic form. The phone number to report to in Calgary is 1-403-955-6750.

### 3. Fire Safety

Firefighters are to inspect the school building on an annual basis to ensure all fire extinguishers, smoke alarms, fire alarm system, emergency lighting and fire exit doors are up to code. An independent company, such as Sprouse Fire and Safety should go through the school to ensure compliance with the Alberta Fire Code and that no safety issues exist. The school should contain a lockbox in a prominent location with keys to access the school building and the mechanical room. The lockbox should be maintained by a certified locksmith company at least twice a year. The designated Health and Safety person at the school should regularly check the lockbox to ensure no damage has occurred which can prevent normal functioning.

In case of fire, any available member of school staff should pull the fire alarm, call 911 and evacuate according to the fire exit plan posted in each classroom. Each teacher is independently responsible for his or her assigned students and must evacuate the building in an orderly fashion. Once outside the school, each teacher is to perform a headcount and report to the principal. If it is safe to do so, one or more members of the support staff should make a sweep of every area in the building to ensure no one is left behind. All school buildings operated by the School Authority should have real-time smoke monitoring. The school buildings should also have a central fire alarm system to alert everyone at the school of a fire emergency.

Teachers must conduct six fire safety drills in a year. Each teacher is independently responsible for ensuring his or her students exit the building safely. Once the teachers have left the building, at least one member of the support staff should sweep the entire school. Once everyone meets at the designated spot outside the building, teachers should perform a headcount and report to the principal. One or more members of the support staff should go back inside the school to look for anyone suspected missing.

### 4. Bus safety

Parents are to observe the health and safety of their children when picking them up or dropping them off at the bus stop. Students must be properly dressed in layers during cold winter months. Teachers at the school must ensure the loading and unloading of buses is carried out in a safe manner. At least two teachers must be present during all loading and unloading of school buses. Parents are advised to teach their children not to stand in the bus while it is moving and refrain from getting off or on the bus until it has come to a complete stop. Southland

Transportation is solely responsible for bussing to and from the school, including the safety and security of the students while in their care. The School Authority reserves the right to terminate bus service for any student who is being disruptive to either others or to him or herself.

#### 5. Lockdown - Code Red

Lockdown (code red) drills are to be carried out twice in an academic year. The drills are designed to familiarize students and staff with what to do in case of a real internal or external threat.

The lockdown procedures are as follows:

- i. Head of school or designated person will make a Code Red announcement
- ii. All students will be moved inside the school immediately
- iii. Teachers will lock all classroom doors, ensuring no students are left in the hallways
- iv. Students will be moved away from windows and doors
- v. All blinds will be closed
- vi. Attendance will be taken
- vii. Members of the school Crisis Team will make a sweep of the school
- viii. Once the sweep has been completed, the Head of School will announce that Code Red is over

As some students may find these drills unsettling, parents are encouraged to let their children know that lockdown (Code Red) drills occur during the school year and to discuss the lockdown procedures with them.