

Administrative Procedure 704

MEDICAL – ILLNESS

Background

Staff are expected to act as would a reasonable parent if a student becomes ill at school or on a school-sponsored activity.

Procedures

1. Staff members shall attend to the following procedures in instances when a child informs a member of staff that they feel unwell.
 - 1.1 Staff shall first verify that there are no known conditions or medical implications for the child and proceed accordingly if there are known conditions or medical implications.
 - 1.1.1 Staff should consider any specific, relevant information regarding students on an **Individual Care Plan Form 702-1** and a completed **Request and Instructions for Administration of Medication Form 714-1** as it may pertain to illness.
 - 1.2 Staff shall conduct a preliminary check to rule out any common reasons for illness, including:
 - 1.2.1 That the child is warm/cool enough;
 - 1.2.2 That the child is hydrated; or
 - 1.2.3 That nothing is particularly worrying to the child.
 - 1.3 Based on the symptoms presented, the staff member shall decide whether to check with a certified first-aid member of staff.
 - 1.4 Based on the symptoms presented, the staff member shall decide whether a call to parents/guardians is required:
 - 1.4.1 Especially with respect to younger children, a call home is always preferable;
 - 1.4.2 If a call is required, the staff member can inform the office to make the call home;
 - 1.4.3 If no call is required, then the staff member shall continue to monitor the child in class, or

- 1.4.3.1 Request that they are monitored by school administration or designate in the school's first aid area.
- 1.5 Parents or guardians shall make arrangements to immediately pick up any child who presents with diarrhea or vomiting.
 - 1.5.1 If a parent or guardian cannot be reached, then applicable emergency contacts (as provided) shall be contacted.
 - 1.5.2 The child shall be provided as much comfort as possible until they are collected.
- 1.6 Parents or guardians are asked to monitor the child for 24 hours and seek medical advice to determine if the child is infectious or contagious.
 - 1.6.1 Received medical advice shall be shared with the school by the parent where prudent to do so.
- 1.7 The principal or designate shall contact, and refer to advice provided by Alberta Health Services if a noticeable disease is suspected or reported by a staff member or parent.
 - 1.7.1 The Principal or designate shall inform an Superintendent of a suspected communicable illness as prudent to do so. Please refer to **Administrative Procedure 710 Medical Communicable Diseases**.

Reference: Education Act 31, 32, 196, 197, 222 Emergency Medical Aid Act (E-7 RSA 2000)	
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References shall be updated as required and do not require additional approval.