



Sickness/Illness and Accidents - Procedure

1. Sickness/Illness and Accidents

During business hours Monday to Friday students must see the Administrative Assistant/Lodge for all sickness, illness and accident related needs. If after business hours, students should see the gender appropriate shift supervisor staff.

Standard Procedures

- Determine medical needs of the student., administer first aid if required
- Determine if student requires a trip to clinic or hospital or neither
- Determine if the student can take over the counter non prescription medicine to relieve symptoms that without treatment will resolve themselves without further treatment in accordance to exhibit G.1.K
- In all cases above, complete an incident report and follow up if required.

In the case of an accident, either the designate or shift supervisor , shall ensure that if the accident was caused by something physical on the property , that the object or reason for the accident has been eliminated, so that no further incidents will occur.

In the case of an accident , parental contact is required regardless of the severity of the injury. You must inform the parent or guardian, with details about the accident.

In the case that an accident is reported to Shift Supervisor, this should be also reflective in your shift report. Administrative Assistant/Lodge should provide an email to the Directors in lieu of a shift report.

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| Adoption Date: August 21/12 | Revision Date: |
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