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N.B. Policies I – 8 and 9 - are currently under review.

I. Health and Safety

I1 Workplace Health and Safety Policy

The Alberta Legislature, through the Alberta Occupational Health and Safety Act, Regulations and Code clearly state that employers are responsible for creating healthy and safe working environments for all staff, visitors and contract workers. Alberta Advance Academy is committed to a proactive health and safety program aimed at protecting our staff, our property, our students, the general public and the environment from injury or loss. The Board looks forward to all Alberta Advance Academy staff making a personal commitment to making safety a way of life.

The Board delegates to the Principal the responsibility for implementing and maintaining a Health and Safety program consistent with the Occupational Health and Safety Act, Regulations and Code and all other relevant legislation and school policies. In developing and implementing the health and safety program, the Principal shall ensure:

1. Employees at every level are responsible and accountable for the health and safety performance of the school.
2. A Health and Safety Committee comprised of a total of eight Administration Team and staff will be established. The Health and Safety Committee will choose two members to fill the role of Committee representative. Only one need be present for investigations, inspections, etc.
3. The Alberta Advance Academy Health and Safety Committee will set an example and provide leadership in the health and safety program and will be responsible to monitor and enforce all elements of the school's Health and Safety Program.
4. Employees at every level are familiar with the requirements of the Occupational Health and Safety Act, Regulation, Code and school policies as they relate to their work process. They are responsible for following all procedures, with an awareness of health and safety, and cooperating in achieving improved health and safety conditions.
5. The policies, practices and procedures of Alberta Advance Academy are in compliance with current Alberta OH&S requirements.

References:

Occupational Health and Safety Act
Occupational Health and Safety Regulation
Occupational Health and Safety Code
Environmental Protection and Enhancement Act

Environmental Protection and Enhancement (Miscellaneous) Regulation (AR 118/93)

Public Health Act

Alberta Advance Academy Policy E1– Student Transportation and School Bus Policy

Alberta Advance Academy Policy F5 – Field Trips Policy

Alberta Advance Academy Policy H2 – Health Issues Protocol/Policy

Alberta Advance Academy Policy F9 – Playground Policy

Alberta Advance Academy Policy B2 – Inclement Weather/Emergency Closing of School

Alberta Advance Academy Policy H3 – Threat to School Safety Policy

Alberta Advance Academy Policy H4 – Health and Safety Protocol

Alberta Advance Academy Policy H5a – Safe and Caring policy and Plan

Policy Appendix C – Health Crisis Procedural Form

Alberta Advance Academy Health and Safety Procedures Manual (with Forms)

Adopted: August 2025

Reviewed: Annually

I2 Health Issues Protocol / Policy

I. ADMINISTRATION OF MEDICINE BACKGROUND

Staff members generally do not administer medication. However, situations may arise from time to time which may require one or more staff members to administer medication to a student when the student is deemed by a physician to be incapable of self-administration or in order to preserve the life or comfort of the student.

In all other situations, staff members must refrain from administering medication, even upon parental requests. Activities are to be restricted to:

1. Identification of students in need of medication;
2. Monitoring of the student's self-administration of the medication in accordance with the schedule established by the physician;
3. Provision of security for the medication;
4. Parental information regarding medication schedule;
5. At the end of each school year, the Principal shall ensure that medication is either picked up by the guardian, or safely disposed of; and
6. Medication of a non-prescriptive nature, such as, but not limited to, aspirin, shall not be distributed to any student without compliance with the statements above.

PROCEDURES

1. Identification of students in need of medication:
 - 1.1 HSS shall make an effort to obtain, from the parent/guardian:
 - 1.1.1 A voluntary statement of the student's health at the beginning of each school year, including susceptibility to particular illnesses, allergies or reactions;
 - 1.1.2 A record of the name, address and telephone number of the parent, including, where applicable, similar data relative to the parent's place of employment; and
 - 1.2 A short list of names of all students who may need emergency medical attention shall be distributed to all staff members. Such a list shall include a notation as to symptoms, possible reactions, and responses. This list must be made available to substitute teachers.
 - 1.3 If a parent wishes such information to remain confidential, available only to the Principal and Board, this request should be made in writing to the Principal.

- 1.4 Where a student must receive medication prescribed by a medical practitioner during the school day, or during an extra or co-curricular school-sponsored activity, the Principal shall:
 - 1.4.3 Obtain written consent from the parent attesting to:
 - 1.4.3.1 The guardian's request for the school to provide for the administration of the medication;
 - 1.4.3.2 The schedule for administration, including the exact dosage and duration of the treatment;
 - 1.4.3.3 The student's ability to self-administer;
 - 1.4.3.4 The possible effects of failure to comply with the medication schedule; and
 - 1.4.3.5 The need to provide for the security of the medication.
2. Monitor the student's self-administration of the medication in accordance with the schedule established by the physician.
 - 2.5 In those instances where a student is deemed by the physician to be capable of self-administration, the designated staff member shall:
 - 2.5.3.6 Monitor the student's compliance with the schedule;
 - 2.5.3.7 Provide such security for the medication as is deemed appropriate by the physician and the Principal;
 - 2.5.3.8 Complete the record form, noting the action taken in accordance with the prescribed schedule.
3. Provision of security for the medication.
 - 3.6 In those instances where the student is deemed incapable of self-administration, the designated staff member shall:
 - 3.6.3.9 Receive instruction in the correct means of administration from the physician or designate (school nurse);
 - 3.6.3.10 Administer medication in accordance with the schedule established by the physician;
 - 3.6.3.11 Provide such security for the medication as is deemed appropriate by the physician and the Principal; and
 - 3.6.3.12 Complete the record form, noting the action taken in accordance with the prescribed schedule.
4. Parental information regarding medication schedule:
 - 4.7 It shall be the responsibility of the guardian to advise the Principal, in writing, of any change in the medication schedule.
 - 4.8 If a change in schedule is required, a new schedule shall be prepared - the old schedule to be retained with the advice of need for change appended; and
 - 4.9 Administration of medication shall be limited to such period as established by the physician.
5. At the end of each school year, the Principal shall ensure that medication is either picked up by the guardian, or safely disposed of.
6. Medication of a non-prescriptive nature, such as, but not limited to, aspirin, shall not be distributed to any student without compliance with the above procedures.

Reference:

II. STUDENTS WITH SEVERE (ANAPHYLACTIC) ALLERGIES BACKGROUND

The School recognizes the dangers faced by students with severe or anaphylactic reactions (allergies) to foods. While the School cannot guarantee an allergen-free environment, it will take reasonable steps to ensure a safe environment for children with life-threatening allergies. Therefore, Alberta Advance Academy is a scent free and nut-free school.

The responsibility for communicating concerns about students with severe or anaphylactic reactions to foods belongs to parents and to the students themselves, depending on the student's age and maturity.

Schools have a supportive role to play in helping parents of students with severe allergies avoid exposure to pre-identified foods while the student is at school.

DEFINITION

Anaphylactic reactions are those severe allergy reactions that are life threatening and require immediate medical attention. An Epi-pen injection will offer up to fifteen minutes time to get the affected person to emergency care at a hospital.

PROCEDURES

1. It is the responsibility of parents/guardians with anaphylactic children to identify their children to the Principal and bus driver and to ensure that their child wears an allergy alert bracelet.
2. If parents identify their child to have severe or anaphylactic reactions to specific foods, school-based administration shall ask other parents in that student's class to refrain from sending those foods to school.
 - 2.1 Regular reminders shall be sent to staff, students, and parents regarding the problematic foods.
 - 2.2 If parents provide food for special occasions, they shall provide complete ingredient lists.
3. The Principal shall request from the parents/guardians written information regarding:
 - 3.3 The foods that trigger an anaphylactic reaction;
 - 3.4 A treatment protocol, signed by the child's physician;
 - 3.5 Permission to post and/or distribute photographs and medical information in key locations such as classrooms, school bus, staff room, etc.
4. All staff members (certified and non-certified) must be made aware that a child with anaphylaxis is attending their school and that child shall be identified, either individually or at a staff meeting before or immediately after the child registers at the school.

5. Students shall be taught of the dangers to anaphylactic students of sharing or trading lunches.
6. Parents shall communicate to staff the signs of anaphylactic shock and show staff how an Epi-Pen (the pen-shaped syringe loaded with adrenalin which many allergic children carry in case they have a reaction) is to be used.
7. The school shall avoid using the classroom(s) of an anaphylactic child as a lunchroom. If the classroom must be used for that purpose it must be established as an “allergen-free” area, using a cooperative approach with students and parents.
8. The school staff shall develop strategies for monitoring “allergen-free” areas and for identifying high-risk areas for anaphylactic students.

III.MENTAL/PHYSICAL HEALTH CRISIS BACKGROUND

Alberta Advance Academy recognizes that the dangers faced by students within society are the same as those faced by much more mature adults. Students need immediate help under those circumstances. At the discovery of an issue and after an initial talk, please fill in the referral forms in **Appendix C**.

DEFINITION

Mental and Physical health issues are those where a child has been in danger or is a danger to himself or others.

PROCEDURES

Once the administration has been contacted, they are to accept the form started by the staff and let the child talk to a counsellor on the Children’s Mental Health Crisis Line set up by Alberta Health Services.

The school shall act on AHS advice after that point.

If the child is under 18, parents must approve any consultations with staff or third parties.

Appendix C: Health Crisis Procedural Form

IV.SICK STUDENT POLICY BACKGROUND

1. Whenever a student is sick please contact the office. Teachers are not to call home for sick children.
2. The Office will contact the parents after assessing the severity of the situation.
3. It will be determined by office staff if the parents or designated relatives can pick up the student.
4. “Leave of Absence” Forms will be filled in and kept until the end of the year.
5. If the parents can’t make it or send anyone else, then the student will be allowed to rest in the school’s sick bed.
6. If the child is too sick and neither the parents nor any suitable adult can act, then the Principal will get permission from the parents and take the child to the hospital, or in extreme cases, call for an ambulance.

Adopted: August 2025

Reviewed: Annually

I3 Threat to School Safety Policy

INTRODUCTION

Staff, students and visitors in Alberta Advance Academy, have the right to learn, work and be present in a safe and secure environment. However, the possibility of a major incident of violence is a reality which cannot be overlooked. Everyone needs to know how to protect themselves and how to protect our children, in the event of a major incident or threat of school violence.

The Board, administration and staff of Alberta Advance Academy are committed to providing and maintaining a Safe School environment. The following guidelines should accompany the Protocols already developed.

OBJECTIVE

To establish a procedure for emergency situations when a school cannot be safely evacuated. This procedure includes specific plans to keep students, staff and others safe in the event of a serious accident, violent incident or act of terrorism.

DEFINITIONS

Shelter in Place – Low level response to threat – This is a response to a threat in the general vicinity of a school, but not on or near school property. This could be a police pursuit, a crime in progress or an active search by local police for a known dangerous offender. Staff, students and visitors are considered to be safe inside the school, if they do not leave the building.

Secure School – Moderate response to threat - This is a moderate level of response to a threat. This emergency procedure will be initiated when a potential threat exists inside or outside of the building. Staff and students must remain inside their classrooms with the doors closed and locked. All exterior school doors and windows will also be locked.

Students who are outside the building or their classroom will be directed immediately to the closest classroom or safe area of the building.

Lockdown – Emergency Procedure – Highest level response - This is the highest level of response to a threat. Staff call 911, and everyone must remain silent, out of sight, with the lights off, and behind locked doors. Once police arrive, they take command of the school and direct the response. Once the school is released from **Lockdown**, a **Secure School** procedure is put in place.

A **Lockdown** is a response to an emergency situation wherein the evacuation of a school building is neither safe nor advisable and steps are required to isolate students and staff members from danger by having everyone remain inside the building. A **Lockdown** is used in a serious emergency situation where the threat is inside, on or very near to the school.

A **Lockdown** requires that all students be kept in classrooms or other designated locations that are away from the threat. A **lockdown** minimizes access and visibility in an effort to shelter students, teachers, staff and visitors

in secure locations.

Staff members within the school (includes caretaking, teachers, administrative team and other support staff) are responsible for students and endeavour to ensure that no one leaves the designated area.

Building entrances should be kept in the **LOCKED** position so as to restrict access of unwanted individuals. However, one access door (most likely, the main entrance) should remain unlocked for easy access of emergency personnel **ONLY**.

“School Lockdown Procedures” would only be invoked in situations that involve imminent danger, and where a facility evacuation is neither safe nor advisable. During a lockdown, lights are turned off in the classroom/office, curtains/blinds are closed, and all interior windows/glass panes must be covered to prevent visibility into the classroom.

Staff members, as designated by the principal, endeavour to prevent individuals such as students and other authorized adults from leaving the building.

Reasons for initiating Shelter in Place

- extreme weather (hailstorm, severe lightning)
- environmental issues (wildlife near the school, grass fire, gas leak)
- incident involving emergency response close to the school (traffic accident with serious injuries)
- possible threatening situation which has not yet been investigated or confirmed
- any other circumstance where the school principal needs to ensure student safety.

Reasons for initiating Secure School

- emergency situation inside the school where people moving around might prevent authorities from doing their job (police, fire, medical)
- incident involving emergency response close to the school (traffic accident with serious injuries)
- investigation of a bomb threat, but immediate evacuation is not required
- an intruder is suspected to be a possible threat to staff or student safety
- possible life-threatening situation which has not yet been investigated or confirmed
- any other circumstance where the school principal needs to ensure student safety

Reasons for initiating Lockdown

- an intruder is suspected to be a possible threat to staff and student life or safety
- imminent danger is present on the school site and safety of all is threatened