

## ADMINISTRATIVE PROCEDURE

Students

Illness/Injury Reporting - Student

STU #07

Revised: May 2026

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### Background

The Board of Trustees of Christ The Redeemer Catholic School Division (Board) endeavors to provide a safe environment for all students. However, during the course of the school day, students may become ill or injured.

The Board has the welfare of the student as its primary concern. Should a student become ill or injured, properly trained staff will attend to the student, following the procedures established below.

### Procedures

1. All illnesses or injuries should be reported immediately to the school principal and to the parents. Communication about suspected or confirmed cases of serious communicable diseases shall only come from Alberta Health Services. Schools should never report this information or disclose the names of impacted students.
2. Ill or injured students shall not be left unsupervised. Students who become ill or injured during the school day shall be returned home under the care of a parent or legal guardian, or a responsible adult designated by the parent or legal guardian.
3. If the parent cannot be contacted, the student shall remain at the school in a supervised resting place or shall be referred for medical attention if necessary. If there is any doubt as to the nature or extent of the injury, medical help should be summoned. A staff member should be assigned to supervise the student.
4. Student incidents must be reported in the [Public School Work's \(PSW\)](#) system using the Student Accident Management Module. An Accident Report Form must be completed for any student incident that occurs while at school or while participating in any school-sponsored activity.
5. If the student has suffered a serious injury and moving the student might lead to more adverse consequences, an ambulance shall be summoned immediately.
6. Blows to the head or abdominal area may not result in readily observable injury; however, such blows should always be treated as potentially serious. Students who have received such blows should be kept under continuous careful observation until medical attention is obtained for the student. The parent or legal guardian is to be advised of the situation and any action taken. Refer to [STU #36](#) – Concussion Prevention and Response Administrative Procedure.
7. Should it be deemed necessary for a student to be seen by a medical practitioner, the employee shall:
  - 7.1. Contact parents immediately and arrange for the transportation of the student, whenever possible by the parent/guardian or a responsible adult designated by the parent/guardian;

- 7.2. If a parent/guardian (or other responsible adult designated by the parent/guardian) is not able to transport the student, an arrangement is to be made for an employee to transport the student and accompany the student at the medical facility. The employee should remain with the student until:
    - 7.2.1. relieved by the parent/guardian or other responsible adult designated by the parent/guardian; or
    - 7.2.2. relieved by another employee; or
    - 7.2.3. the student is discharged by a medical practitioner; or
    - 7.2.4. advised by medical personnel that the student is being admitted, and the employee is no longer required to remain.
  - 7.3. Upon arrival at the medical facility, advise those in authority that the employee is not the parent/guardian of the student.
  - 7.4. Refrain from offering consent for medical treatment.
  - 7.5. Maintain communication with the parent/guardian regarding the student's condition and encourage the parent/guardian to attend the medical facility as soon as possible.
8. Where valid consent for medical treatment is not available, the employee shall:
    - 8.1. Defer to the opinion of the medical practitioner.
    - 8.2. Solicit advice from the medical practitioner as to the appropriate course of action. Advise the school principal of the problem and the advice of the medical practitioner.
    - 8.3. Take such course of action as recommended by the medical practitioner and approved by the principal.
    - 8.4. Refrain from offering consent for medical treatment.