



Appendix for Policy **6.04 Health, Safety and Wellness**

A. Disclosure of Health and Medical Information

1. Parents or guardians are responsible for notifying the school of their child's health needs and are expected to provide relevant, timely and accurate information about health concerns that could affect the child's behaviour and learning and/or the well-being of other students and staff. Health and medical concerns are to be reported annually or when the nature of the health or medical concern changes, on the appropriate forms provided.

B. Administration of Medication

1. Wherever possible, students are expected to take required medications at home or under the supervision of a parent/guardian.
2. In the case of prescription medications that are required to be taken at school, a staff member may assist in the administration of such medication if requested by parents, provided it is within the realm of competence of an adult untrained in medical procedures.
3. Responsibility for the administration of medications while on an off-site excursion may be assigned to a parent volunteer.
4. School personnel must receive approval from a parent or guardian in order to administer prescription or non-prescription medication to a student.
5. Information concerning the administration of medication to a student is to be recorded.
6. Students may assume responsibility for the safe handling and self-administration of medication.
7. Medications are to be stored in accordance with the following requirements:
 1. Prescription and non-prescription medications must be contained in approved containers clearly labeled with the student's name, common name of medication, dosage and administration instructions.
 2. All medications that are stored at the school (i.e., epi-pens, Benadryl) are to be kept in a secure facility within the main office.



3. A record of medications in storage must be maintained.
4. Unused medications are to be returned to the parent/guardian at the end of the school year.
8. Arrangements to administer medication will remain in effect only as long as they are satisfactory to the Principal and staff members responsible.

C. Medical and Health Related Emergencies

1. When a student is deemed to require immediate medical attention due to accident or illness the following procedures are to be followed in conjunction with those detailed in the *Crisis Management Procedures Manual*:
 1. Provide emergency first aid as required and contact emergency medical services. Make every reasonable effort to ensure an adult remains with the student until relieved by a parent/guardian or emergency medical personnel.
 2. Contact a parent/guardian or emergency contact person as soon as possible.
 3. Notify the Principal of the incident as soon as possible.
 4. Complete an *Incident Report* as soon as practicable after the event.
2. If a student is transported to a medical facility without a parent/guardian being contacted, a staff member must accompany the student until relieved by a parent/guardian or until the student is discharged from medical care, at which time the attending staff member will accompany the student back to school unless otherwise directed by the parent/guardian.
3. Notwithstanding the requirement to provide the most immediate care to the student, all decisions regarding medical treatment are to be left to the parent/guardian and/or the student in consultation with medical staff.
4. A student who suffers a minor injury or becomes ill at school is to receive treatment within the parameters of first aid training and resources available to staff members.
5. Any student being treated for illness or injury is to be monitored by staff.
6. A student being dismissed from school due to illness or injury must be released to a parent/guardian or designate. Students are not to be



dismissed without supervision unless directed to do so by a parent/guardian.

D. Allergies and other Medical Conditions

1. Parents/guardians are responsible for informing the school of any allergies or other medical conditions that may impact a student's health, well-being, attendance or performance at school. This information must include:
 1. Nature of allergy or condition
 2. Symptoms and/or indications requiring intervention
 3. Emergency treatment procedures
 4. Possible side effects or reactions to treatment
 5. Emergency contact information.
2. In accordance with Section B of this policy, any medication or anti-allergen that a student may require must be properly stored and labeled for identification in a secure facility within the school office.
3. Accurate and current records of all students with severe allergies or medical conditions that may require emergency intervention are to be maintained in the office and confidentially circulated to all staff members, bus drivers, parent volunteers and external service providers, as required.
4. Notwithstanding the foregoing, allergic reactions and medical conditions are to be dealt with in the same manner as Medical and Health Related Emergencies cited in Section C above.

E. First Aid Training

1. In recognizing the potential for illness or injury to occur among students and staff, all staff members will receive accredited first aid certification training.

F. Maintaining a Safe, Caring and Inclusive Community

1. **Support for student organizations**



If one or more students attending a school operated by a board request a staff member employed by the board for support to establish a voluntary student organization, or to lead an activity intended to promote a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, the principal of the school shall:

1. immediately grant permission for the establishment of the student organization or the holding of the activity at the school, and (b) within a reasonable time from the date that the principal receives the request designate a staff member to serve as the staff liaison to facilitate the establishment, and the ongoing operation, of the student organization or to assist in organizing the activity.
 2. The students may select a respectful and inclusive name for the organization or activity, including the name “gay-straight alliance” or “queer-straight alliance”, after consulting with the principal. The principal shall not prohibit or discourage students from choosing a name that includes “gay- straight alliance” or “queer-straight alliance”.
 3. The principal shall immediately inform the board and the Minister if no staff member is available to serve as a staff liaison, and if so informed, the Minister shall appoint a responsible adult to work with the requesting students in organizing the activity or to facilitate the establishment, and the ongoing operation, of the student organization at the school.
 4. The principal is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity is limited to the fact of the establishment of the organization or the holding of the activity and is otherwise consistent with the usual practices relating to notifications of other student organizations and activities.
 5. The disclosure of personal information is governed by the Freedom of Information and Protection of Privacy Act.
2. School staff will investigate every reported instance of bullying, harassment, or intimidation and will ensure that appropriate action is taken in accordance with the Student Conduct Policy and with the best interests of all parties being of primary consideration.
 3. Parents of students involved in bullying, intimidation, or harassment incidents will be notified of the circumstances and subsequent course of action when applicable.



G. Suicide Prevention, Intervention, and Postvention

1. Connect Charter School will develop and maintain plans for suicide **prevention, intervention and postvention**.

Plans for these three components are to be developed as follows:

- a. **Prevention** - Curricular inputs which educate students regarding coping and problem-solving strategies for living and which provide students with specific information relating to suicide at appropriate points in their education.
 - b. **Intervention** - Provision for the early recognition of suicide potential, direct contact with the student involved, and referral to system and outside resources as necessary for assessment and care.
 - c. **Postvention** - Plans for dealing with students and staff after a suicide (or other major loss) involving one of their members has occurred.
 - Plans are to be developed and kept current by the principal in consultation with staff and appropriate resource personnel.
 - Plans are to be included in the school's staff handbook and made known to all school staff (certificated and non-certificated) at the commencement of each school year.
2. At least one certificated staff member will serve as a "Suicide Prevention Trainer".
 3. The Suicide Prevention Trainer is responsible for:
 - a. Becoming knowledgeable regarding suicide prevention, intervention, and postvention.
 - b. Providing in-service training to school-based staff designated intervenors, wherever possible.
 - c. Responding to requests from staff for consultation pertaining to students or to the subject of suicide in general.
 4. At least one member of the certificated staff of every school is to be assigned responsibility for serving as a "Designated Intervenor" to:
 - a. Participate in the "Applied Suicide Intervention Skills Training (ASIST)" workshop.



- b. Serve as a resource person to other staff within the school in matters pertaining to suicide prevention, intervention, and postvention.
- c. Familiarize all school staff at the commencement of each school year with the following:
 1. Suicide prevention awareness materials
 2. Prevention and intervention procedures.
5. Through the initiative of the principal, all certificated and non-certificated staff are to be provided with in-service activities designed to assist them in becoming and remaining familiar with the school's suicide prevention plans and with the knowledge required to implement them. The services of the school's designated intervenor are to be used in providing in-service training.
6. Plans for suicide prevention will include measures such as the following:
 - a. Providing instruction regarding the subject of suicide to students as a part of the elementary and junior high health curricula.
 - b. Dealing with suicide in curriculum wherever it is relevant and appropriate to do so.
 - c. Using staff from the Canadian Mental Health Association and other suitable community resource agencies.
7. Plans for suicide intervention will enable staff to become knowledgeable regarding the following subjects:
 - a. Indicators that a student may be (or may become) at risk of considering or attempting suicide.
 - b. Resource personnel:
 - i. School's Designated Intervener(s)
 - ii. Area Office trainer(s)
 - iii. Mental Health and other community contacts.
 - c. Action to be taken when students exhibit behaviour which indicates that they may become a suicide risk:



- i. Staff are to make their observations known to their school's designated intervener and principal.
 - ii. The designated intervener (and/or principal) is to consult with parents (and/or Child and Family Services, if justified), and professional workers as judged appropriate in order to determine what assistance and further action is needed.
 - d. Action to be taken when a student is judged to be at immediate risk of attempting suicide or when a student attempts it:
 - i. Summon emergency medical care if injury has occurred.
 - ii. Make immediate contact with a parent if possible. If justified, Child and Family Services may be contacted either in addition to or in place of contact with a parent.
 - iii. Obtain professional assistance as judged appropriate.
 - iv. Make plans for ascertaining that the student receives follow-up care.
 - v. Remain in the student's company until a parent, a law officer or professional assistance arrives.
8. Plans for suicide postvention will address a range of subjects detailed in the Crisis Management Manual.

H. Substance Abuse

1. The possession or consumption of alcohol, illegal drugs, tobacco products, e-cigarettes and vaping materials, as well as the inappropriate use of prescription medications by Connect students is strictly prohibited while on school property or while engaged in any school sponsored activity, regardless of the venue.
2. A teacher or adult supervisor who becomes aware of a student possessing or consuming any of the substances noted in #1 shall:
 1. Make all reasonable efforts to ensure the safety of students and staff, attending to any medical needs arising from the incident as required;
 2. Confiscate all material, product, or equipment related to the substance use, ensuring it is secured in a place inaccessible to students;
 3. Notify the principal at the earliest opportunity following the incident.



3. The principal, upon receiving information of a student engaging in such activity, shall thoroughly investigate the circumstances, or designate a staff member to do so and provide a complete report of the incident.
4. Upon completion of the investigation, or at a point deemed appropriate by the principal, the student's parents shall be notified of the incident and will be advised of potential consequences based on the circumstances.
5. At the discretion of the principal, a student who has been deemed to have been in possession of, or consumed alcohol, illegal drugs, tobacco products, e-cigarettes or vaping materials, may be:
 1. Suspended from school for a period of one to five days;
 2. Suspended from school for a period greater than five days with a recommendation to the charter board for expulsion;
6. In addition to the foregoing, the principal may report any incident relating to substance use or abuse to the police agency within whose jurisdiction the incident took place.
7. The superintendent shall be notified of incidents of substance use or abuse at the earliest opportunity.

I. Child Abuse and Neglect

1. Any staff member who has reasonable and probable grounds to believe that a child is in need of protective services shall forthwith report the matter to Child and Family Services.
2. No action can be taken against a teacher for reporting suspected cases of abuse or neglect unless the reporting is done with malice or without grounds.
3. Teachers must report directly to a Child and Family Services Director and not to parents, counselors, or school administration.
4. A teacher reporting a suspected case of abuse may discuss the situation with school administration or school counselor, but should only discuss the generalities of the circumstances.
5. Once a report is made, repeated interviewing of the student is to be avoided.



J. Child Custody

1. The Connect Charter School will observe the terms and conditions of any custody and access agreement or court order that has been provided in writing by a parent/guardian or authorized social agency.
2. A student is only to be released to a non-custodial adult with the expressed consent of the parent/guardian.
3. When a student is released to a non-custodial adult, the following information must be obtained and recorded:
 1. Student name
 2. Non-custodial adult's name, address, and phone number
 3. Street address of destination if other than the student's home
 4. Reason for student's departure from school
 5. Time of departure.

K. Application of Health, Safety and Wellness Policy- Vaccinations

1. This section **does not apply to Connect Charter School Students**. Anyone over the age of 12, except for Connect Charter School Students, who enters Connect Charter School buildings is required to be fully immunized against COVID-19 no later than December 1, 2021.

For further clarity, except for Connect Charter School Students, those who must be fully immunized or compliant with additional testing requirements as outlined at paragraph 1.2 of this Section K, and who are over the age of 12, include:

- all Connect Charter employees
- adult students of a post-secondary educational institution of any kind who are on educational placements or practicums (student teachers, educational assistants, nurses, psychologists, behavioural therapists, speech language pathologists, etc.)
- volunteers (including parent, guardian and community volunteers)



- adults attending extra-curricular Connect Charter School events
- any person providing professional services of any kind to a Connect Charter School Students at the School
- any other member of an organization who may not be an employee of the School but who provides services at the School (i.e. health care providers, guest speakers, etc.)

1.1 Starting December 1, 2021, all individuals who are subject to this Section K and who enter the School and who are not Fully Immunized and/or who have not disclosed their vaccination status to the superintendent (or delegate) must undergo, at their own expense, every 72 hours (as per the Restrictions Exemption Program), a rapid test and show proof of a negative result to the Superintendent (or delegate) before entering the School.

1.2 An individual who tests positive in response to a mandatory rapid test, must:

- Submit to a mandatory PCR Test as soon as possible but no more than 48 hours following confirmation of the results of the rapid test;
- Inform Connect Charter School by advising the Superintendent
- Isolate until the results of the PCR Test are confirmed; and
- Provide proof of a negative PCR test prior to entering the School;

1.3 Anyone who requires an exemption to the procedure set out in this Section K must inform the Superintendent of Connect Charter School before November 30, 2021, or as soon as reasonably possible. More specifically,

- Connect Charter School recognizes its duties and responsibilities under the *Alberta Human Rights Act*. If an individual, who is subject to this Section K, is not able to undergo a rapid test and/or a PCR Test for any reason they must notify the Superintendent immediately. The Superintendent will treat this information confidentially and it will only be used for the purposes of assessing the individual's request for an exemption and/or reasonable accommodation to the point of undue hardship.
- Individuals must provide written reasons for their inability to comply with this procedure. If the reason an individual cannot comply with this procedure is



related to a medical condition the School will require medical documentation from a physician or nurse practitioner, including whether the medical reason is permanent or temporary and confirm that the individual cannot safely receive the COVID-19 vaccine.

- Requests for exemptions or accommodation will be reviewed on an individual basis and a decision regarding approval or rejection will be provided to the individual. This review may include a request for additional information.
- Individuals who are approved for an exemption will be accommodated to the point of undue hardship

1.4 To further keep everyone safe, Connect Charter School will continue to implement COVID-19 safety protocols such as physical distancing, handwashing hygiene, cleaning and requesting that anyone who is experiencing any signs of illness stay home. Regardless of vaccination status, if an individual has any symptoms of COVID-19 that are not related to a pre-existing condition, they must stay home and notify their supervisor. These symptoms include fever, difficulty breathing, runny nose/congestion, muscle aches/pains, sore throat, sudden loss of smell or taste, chills, diarrhea, nausea or vomiting.

1.5 Connect Charter School will not maintain copies of an individual's physical vaccination records. All information regarding an individual's vaccination status will be secured in a confidential location and will only be retained for a period of 1 year or as long as the information is deemed relevant to the School's response to the COVID-19 pandemic, whichever is longer.

1.6 Harassment, bullying or discrimination of any type against individuals based on their vaccination status will not be tolerated.

1.7 Section K of this Appendix will be reviewed at least every 6 months.

DEFINITIONS:

COVID-19: Refers to the virus designated "coronavirus 2 (SARS-COV-2) or the symptoms of that virus where the context requires.



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Fully Immunized: Refers to receiving the required number of doses of vaccine as per Health Canada guidelines and includes:

- a) and individual having received 2 doses of a vaccine considered valid by Health Canada in a 2 dose COVID-19 vaccine series, or 1 dose of a vaccine considered valid by Health Canada in a 1 dose COVID-19 vaccine series; and
- b) that 14 days have elapsed since the date on which the individual received the second dose of the COVID-19 vaccine considered valid by Health Canada of a 2-dose series, or 1 dose of the COVID-19 vaccine considered valid by Health Canada in a 1 dose series.

PCR Test: A lab-based polymerase chain reaction (PCR) test, which is used to determine if someone is currently infected with SARS-CoV-2, the virus that causes COVID-19.

Rapid Test: Refers to a rapid antigen test approved by Health Canada and approved by Connect Charter. For further clarity, it means the test that detects the presence of antigens in the human body and thus can help to reduce the spread of the SARS-CoV-2 virus. Individuals who receive a positive test result from the rapid test should take a PCR Test as soon as possible for a confirmatory diagnosis.

School or Charter Connect School: the Connect Charter School and any Connect Charter property.

Vaccine: Refers to any vaccine approved by Health Canada for inoculation against COVID-19. Currently this includes: the Moderna COVID-19 vaccine (2 doses required); the Pfizer-BioNTech COVID-19 vaccine (2 doses required); AstraZeneca COVID-19 vaccine (2 doses required); and the Janssen (Johnson & Johnson) COVID-19 vaccine (1 dose required).