

# ADMINISTRATIVE PROCEDURES

<b>SUBJECT: Health Related Emergency Procedures</b>
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The following procedures were developed to assist schools in dealing with a Health Related Emergency.

## Notification of a Health Emergency

1. In the event that a student becomes ill or is suspected to be ill with a communicable disease (Pertussis (Whooping Cough), Measles, etc.) or if a student is under quarantine due to possible contact with another person who has a communicable disease that may affect the health of other persons in the building, the parents of the child should immediately notify the Principal. Similarly, if a staff member becomes ill or is suspected to be ill with a communicable disease or if a staff member is under quarantine due to possible contact with another person who has a communicable disease that may affect the health of other persons in the building, the staff member must immediately notify the Principal and/or supervisor.
2. The Principal upon notification of a health related or possible health related situation should: complete an Absenteeism and Reportable Diseases Reporting Form and forward to their local Public Health Unit. The Principal should also contact the following:
  - a) School Superintendent
  - b) Public Relations Officer
  - c) Director of Education (if situation warrants)

If the situation involves a staff member, the principal should also notify the Board Human Resources Officer.

3. The local Public Health Unit will advise the Principal and Public Relations Officer if the suspected communicable disease has been lab confirmed and the advice of the local Public Health Unit will be followed. The Public Relations Officer will inform the Health and Safety Officer and Human Resources Officer of any lab confirmed cases. Upon the advice of local Public Health Unit, the Health and Safety Officer will contact Building Services Department and arrange for any additional cleaning/room disinfection necessary
4. The local Public Health Unit will work with the Principal, School Superintendent and Public Relations Officer to determine the extent of the situation (i.e. situation isolated to one location, degree of further risk to staff and students, etc.) They will also determine whether further notification to staff and parents is warranted. If deemed necessary, the Principal will call a meeting with all staff at the school to apprise them of the situation. The local Public Health Unit will advise if the Medical Officer of Health will issue a letter to be sent home to parents of the school population. If the Medical Officer of Health does not issue a letter than the Principal in consultation with the School Superintendent and Superintendent of Safe Schools will determine if a letter should be sent home.

5. If it has been determined that the situation is not isolated to one location, the Director of Education working with the Medical Officer of Health will notify the school Principal and local Public Health Unit protocols will be followed.

Implementation Date: June 11, 2003  
Revised: October 17, 2016

Reference: LKDSB Health & Safety Policy  
Absenteeism and Reportable Diseases Reporting Form (located on portal)  
Occupational Health & Safety Act  
Public Health Promotion Act