



HEALTH AND SAFETY (MEDICATION, CPR, WHMIS)

React and Reassure

Expect the Unexpected

Prevention - neutralize or minimize damage / injury

Order - order in the face of possible chaos

Confidence - you'll know what to do

Safety - you've got a plan in case.....

Management of MLCP is vitally interested in the health and safety of all. Protection of employees from injury or occupational disease is a major continuing objective. MLCP will make every effort to provide a safe, healthy work environment. All supervisors and staff must be dedicated to the continuing objective of reducing risk of injury.

MLCP commits to ongoing compliance with regulations set out by Fire, Health & Zoning.

There will be an annually established Health and Safety Committee comprised of one administrative staff member, one parent, the school cook/housekeeper and one non-staff handy person and any interested volunteers, to a minimum of 8 members. (See Health and Safety Committee Section below)

As per mandated requirements, a Health and Safety Committee will preside each year to monitor daily, weekly and yearly undertakings. The committee will be chaired by an administrative member of staff whose employment tenure is a maximum of 5 years or more.

Emergencies are defined by an impending threat to life, health, or property. Actions should be taken to protect students, staff and visitors, and if possible, to mitigate damage to school property.

Health and Safety (Staff Responsibilities)

General Expectations

- ❖ All staff are required to have valid certification in standard First Aid, including infant and child CPR (C and/or B) issued by a training agency recognized by WSIB. This will be offered through the school at applicable times and a percentage of the fee will be paid by MLCP. Staff may have - in approved situations - 3 months to obtain certification - however, the staff member may not be alone with the students. Should a staff member not attend or pass the course they are responsible for attending an alternate course prior to the start of the school year. This will be a pre-requisite to renewal on contracts. Each class has a basic First Aid Kit in their emergency pouch. Complete First Aid Kits are centrally located in each building. Contents will be checked regularly and replenished as needed.



- ❖ SABRINA'S LAW: As per First Aid/CPR, staff members will all be familiar with the use of an Epipen needed for emergency anaphylactic situations. The Epipens will be taken on all field trips or excursions and be carried by the person directly responsible for the student in question. (See Attached Sabrina's Law)
- ❖ A designated member of staff will administer documented medication for the children in each building. If other medication needs to be dispensed during the course of the day, staff needs to get parent/guardian permission and should note the date, name of child, medicine and time administered. No medication may be administered without specific dated parent permission.
- ❖ As per the Employee Registration Form all employees must provide a Criminal/Vulnerable Sector Reference Check, Health Assessment & Immunization Form, Proof of Identity and Proof of Annual WHMIS Training.
- ❖ All Hazardous Materials and Chemicals, as per Workplace Hazardous Material Information System, must be stored out of reach or in a locked area (cleaning, disinfecting solutions)
- ❖ Any poisonous, hazardous substance (cannabis, alcohol, staff medication, etc.) need to be stored in a designated area - locked kitchen cupboard or classroom space if needed that is inaccessible to children
- ❖ Equipment that is viewed as unsafe for the children's use must be removed and reported to the office and the Health and Safety Committee for replacement and/or repair.
- ❖ All child-related injuries must be attended to following the rules of first aid and noted in the appropriate journal. Ensure that the children are attended to with gentle care.
- ❖ In an event of a serious medical concern or critical injury, notify the office and 9-1-1 will be contacted. Parents will be notified immediately in any incident of injury or illness. Document incident as required and the appropriate agencies will be notified.
(See the Accident & Incident Occurrence Report (Staff) Form and the Accident / Occurrence Report (Student) Form In The Serious Occurrences And Accidents Policy And Procedure)
- ❖ The child may be accompanied to the assigned hospital by a staff member and transported by ambulance if necessary. Any other arrangements will be made through the office.
- ❖ All staff members must be free from the influence of chemicals that may intervene with the proper care of the children (alcohol or medication).
- ❖ While at this time MLCP is not required as per Ontario's Naloxone in the Workplace (<https://www.ontario.ca/page/naloxone-workplace>) to have Naloxone kits, MLCP is always committed to being aware of staff needs and will acquire kits as needed.
- ❖ Attendance will be documented prior to departure on field trips.
- ❖ Staff members should not be alone with students in any building for any length of time.
- ❖ The last Staff member leaving a building empty is responsible for the lock-up and security check - windows, doors, etc. - a general visual "walk through".
- ❖ Strangers entering the building must be directed to the office.



Health and Safety (Employer's Perspective)

- ❖ Management of MLCP is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. MLCP will make every effort to provide a safe, healthy work environment. All supervisors and staff must be dedicated to the continuing objective of reducing risk of injury.
- ❖ Employers are ultimately responsible for worker health and safety. There is a personal promise that every reasonable precaution will be taken for the protection of staff.
- ❖ Supervisors will be held accountable for the health and safety of staff under their supervision. Supervisors are responsible to ensure that equipment is safe and that staff work in compliance with established safe work practices and procedures.
- ❖ Every staff must protect his or her own health and safety by working in compliance with the law and with work practices and procedures established by the company.
- ❖ It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization for all parties.
- ❖ The Program Advisors must be notified within 2 days when a local authority (health, fire, zoning) has issued an order, direction or enforcement action.

Accidents (excerpt from Record Keeping and Parent Communication)

There is, located in each building, a book allocated for accident/incident reporting. All accidents and mishaps must be noted for parental understanding. In the event that an injury may be more serious or appear frightening to the parent - it will be reported to the office so the parent may be notified ahead of pick-up time.

Health, Safety and Well-Being

A review of our Health and Safety Awareness will take place at the first staff meeting of each year. The Health and Safety of our employees is paramount to their wellbeing and thus the student they teach. Health and Safety covers a wide range of policies as listed below:

- ❖ an Occupational Health and Safety Philosophy;
- ❖ provision for Occupational Health and Safety Representation;
- ❖ Occupational Health and Safety Awareness Training;
- ❖ Critical Injury Reporting;
- ❖ First Aid Requirements;
- ❖ the Workplace Hazardous Materials Information System (WHMIS);
- ❖ a Workplace Violence and Harassment Policy; and
- ❖ an Accessible Customer Service Plan.



Employers and employees are responsible for awareness of and implementation of all these areas.

Please see the Medication, Sanitary Practices, Playground Safety and Supervision, Prohibited Practices, Basic Behaviour Philosophy Policies, Workplace Harassment and Violence Policy.

The Health and Safety Committee

The Health and Safety Committee will be comprised of one management and one selected by staff, staff member. The Health and Safety Committee will formally meet at least once per term.

A full inspection of the school campus and buildings will take place during a meeting by all members. Formal documentation of findings should take place. Each building will have available repair and maintenance reporting sheets which staff members will have access to for areas needing attention. Requests will be dealt with promptly after being placed in order of priority. Request and dated course of actions will be filed and maintained for 7 years. A named Health and Safety representative will ensure that all fire extinguishers, emergency lights and first aid kits are inspected monthly and any deficiencies will be addressed. Contradictions, repairs, and/or areas of attention will be noted, discussed and rectified as soon as possible.

Nutrition (Please see posted Menus)

MLCP provides, as mandated, snacks and hot lunches to all children in the licenced group under 4. Snacks are provided to all students and hot lunches are available to any who wish to utilize this program. Up to four snacks can be offered each day depending on the length of the students day. In certain circumstances, parents may make special dietary arrangements. The Special Food Arrangement form must be completed. A record of additional or special instructions should be included where needed. Please note that foods should be nut free and follow the nutritional requirements of Canada's Food Guide. The school should be notified of any changes to the instructions.

MLCP endeavours to serve snacks and lunches that are generally nutritionally balanced. Menus provide, as per the Canada Food Guide, selections from all food groups. Snacks offer selections from 2 food groups and lunches from 4. Our intention is to encourage a variety of food choices through a varied child friendly and nut aware menu. Children are encouraged to try all food items (more than once) but can be offered substitutions as deemed necessary. Each lunch provides the menu meal and variations supporting halal, vegetarian, dairy free diets, etc.

This policy will be reviewed, a least, annually.

Sabrina's Law, 2005

S.O. 2005, CHAPTER 7

Consolidation Period: From January 1, 2006 to the e-Laws currency date.

No amendments.

Definitions

1. (1) In this Act,

"anaphylaxis" means a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock, and

"anaphylactic" has a corresponding meaning; ("anaphylaxie", "anaphylactique")

"board" means a district school board or a school authority; ("conseil")

"consent" means consent given by an individual with the capacity to provide consent to treatment for the purposes of the *Health Care Consent Act, 1996*; ("consentement")

"employee" means an employee of a board who regularly works at the school, in the case of a school operated by the board.
("employé") 2005, c. 7, s. 1 (1).

Expressions related to education

(2) Expressions in this Act related to education have the same meaning as in the Education Act, unless the context requires otherwise.
2005, c. 7, s. 1 (2).

Establishment of policy

2. (1) Every board shall establish and maintain an anaphylactic policy in accordance with this section. 2005, c. 7, s. 2 (1).

Contents of anaphylactic policy

(2) The anaphylactic policy shall include the following:

1. Strategies that reduce the risk of exposure to anaphylactic causative agents in classrooms and common school areas.
2. A communication plan for the dissemination of information on life-threatening allergies to parents, pupils and employees.
3. Regular training on dealing with life-threatening allergies for all employees and others who are in direct contact with pupils on a regular basis.
4. A requirement that every school principal develop an individual plan for each pupil who has an anaphylactic allergy.
5. A requirement that every school principal ensure that, upon registration, parents, guardians and pupils shall be asked to supply information on life-threatening allergies.

6. A requirement that every school principal maintain a file for each anaphylactic pupil of current treatment and other information, including a copy of any prescriptions and instructions from the pupil's physician or nurse and a current emergency contact list. 2005, c. 7, s. 2 (2).

Contents of individual plan

(3) An individual plan for a pupil with an anaphylactic allergy shall be consistent with the board's policy and shall include:

1. Details informing employees and others who are in direct contact with the pupil on a regular basis of the type of allergy, monitoring and avoidance strategies and appropriate treatment.
2. A readily accessible emergency procedure for the pupil, including emergency contact information.
3. Storage for epinephrine auto-injectors, where necessary. 2005, c. 7, s. 2 (3).

Administration of medication

3. (1) Employees may be preauthorized to administer medication or supervise a pupil while he or she takes medication in response to an anaphylactic reaction, if the school has up-to-date treatment information and the consent of the parent, guardian or pupil, as applicable. 2005, c. 7, s. 3 (1).

Obligation to keep school informed

(2) It is the obligation of the pupil's parent or guardian and the pupil to ensure that the information in the pupil's file is kept up-to-date with the medication that the pupil is taking. 2005, c. 7, s. 3 (2).

Emergency administration of medication

(3) If an employee has reason to believe that a pupil is experiencing an anaphylactic reaction, the employee may administer an epinephrine auto-injector or other medication prescribed to the pupil for the treatment of an anaphylactic reaction, even if there is no preauthorization to do so under subsection (1). 2005, c. 7, s. 3 (3).

Immunity

(4) No action for damages shall be instituted respecting any act done in good faith or for any neglect or default in good faith in response to an anaphylactic reaction in accordance with this Act, unless the damages are the result of an employee's gross negligence. 2005, c. 7, s. 3 (4).

Common law preserved

(5) This section does not affect or in any way interfere with the duties any person may have under common law. 2005, c. 7, s. 3 (5).

4. Omitted (provides for coming into force of provisions of this Act). 2005, c. 7, s. 4.

5. Omitted (enacts short title of this Act). 2005, c. 7, s. 5.
