



N'KWALA INDEPENDENT SCHOOL POLICIES

Upper Nicola Indian Band

**Section
600:
Health and
Safety
Policies
and
Procedures**

October 2023

Acknowledgements

The N'kwala School Advisory Committee would like to acknowledge the Upper Nicola Band Chief and Council for trusting in them to be the decision makers of the N'kwala School. The Council recognized that the school had to have a dedicated body who could oversee the operations of the school and who were committed to ensuring that the children of the Upper Nicola Band received quality and relevant education.

On November 17, 2014, the Chief and Council approved the N'kwala School Policies, Procedures and Guidelines. The following 9 sections had over 900 pages and included the following:

Governing Policies and Procedures	100 & 200
Operations	300
Business Operations	400
Human Resources	500
School Administration	600
Health and Safety	700
Students	800
Community Engagement	900

Since many of the policies were redundant and not applicable to the school, they were removed or revised accordingly. The following sections have now replaced the above nine sections:

Governing Policies and Procedures	100 & 200
Administration and Operations	300
Students	400
Instruction	500
Health and Safety	600

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Thank you to Edith Loring-Kuhanga, B. Ed., M. Ed., Consultant/Trainer for revising and updating all of the N'kwala School policies and procedures and training the Advisory Committee on the policies and procedures.

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TABLE OF CONTENTS

Policy	Page Number
601 Health and Safety	3-4
602 Health and Nutrition	5-7
603 Medical Emergencies	8-10
604 Administering Medication	11-12
605 Anaphylaxis and other Life Threatening Allergies	13-15
606 Communicable Diseases	16-20
607 Immunizations	21
608 Head Lice – No Nits	22
609 Tobacco and Vaping (including Cigarettes, Ceremonial and Chewing Tobacco)	23
610 Animals on School Property	24
611 Emergency Preparedness	25-26
612 Closed Campus	27
613 School Closures	28-29
614 Extreme Weather Conditions	30-33
615 Unwelcome Visitors/Intruders	34-35
616 Weapons Incident	36-37
617 Accident Reports	38-39
618 Water Testing	40-41

601: Health and Safety

Policy:

N'kwala School has established a health and safety program in order to create a health and safe environment for everyone and to reduce illness and injury in the workplace.

Procedures:

1. In accordance with WorkSafe BC guidelines, a Joint Occupational Health & Safety Committee is required if there are 20 employees¹ or more in the workplace. A Joint Occupational Health and Safety Committee² (JOHSC) is an advisory group made up of employers and employees working together to improve occupational health and safety in their workplace.
2. JOHS will have a minimum of four members on the committee which will include representation from the employees and employer which cannot outnumber the employees.
3. The selected JOHS Committee must receive a minimum of eight hours of training and instruction and are entitled to eight hours of leave per year for training and instruction³.
4. Two Co-chairs will be chosen: employees will choose their co-chair and the employer will choose their co-chair.
5. The JOHS will develop and maintain an Occupational Health and Safety Plan for the N'kwala School which will be made available to all N'kwala School employees, employer and volunteers.
6. The school principal will be responsible to:
 - a. Provide a healthy and safe environment for students, staff and volunteers;
 - b. Provide an orientation for new employees;
 - c. Provide on-going training for all employees;
 - d. Participate in regular safety meetings;

¹ WorkSafe BC: Joint health and safety committees: <https://www.worksafebc.com/en/health-safety/create-manage/joint-health-safety-committees#:~:text=The%20joint%20health%20and%20safety,safety%20issues%20in%20the%20workpl ace.>

² Province of BC: <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/safety-health-well-being/workplace/planning/johsc#:~:text=WorkSafeBC%20requires%20a%20JOHSC%20for,a%20worker%20representative%20is%20required.>

³ ³ WorkSafe BC: Joint health and safety committees: <https://www.worksafebc.com/en/health-safety/create-manage/joint-health-safety-committees#:~:text=The%20joint%20health%20and%20safety,safety%20issues%20in%20the%20workpl ace.>

- e. Perform inspections and conduct incident investigations;
 - f. Correct unsafe acts, health or safety hazards;
 - g. Ensure the Health and Safety Program is being maintained;
 - h. Conduct an annual review of the Occupational Health and Safety Program in December of each year; and
 - i. Ensure that management has knowledge of the Occupational Health and Safety Program.
7. Workers' responsibilities include:
- a. Learning and following safe work procedures;
 - b. Correcting hazards or reporting them to supervisors;
 - c. Participating in inspections and incident investigations when required;
 - d. Using personal protective equipment where required;
 - e. Helping to keep a safe workplace by recommending ways to improve the occupational health and safety program;
 - f. Cleaning out their classrooms at the end of the school year.

602 Health & Nutrition

Policy:

The N'kwala School shares a responsibility with parents and the community to promote, model, and teach students the importance of making healthy lifestyle choices. This includes teaching and role modelling to students about healthy nutrition and physical activity which are foundational for brain growth and development which contributes to student achievement.

Procedures:

1. Students will be provided adequate time to eat their lunches (ie. a minimum of fifteen (15) minutes).
2. Food Services to students shall comply with health and standards for good nutrition and healthy lifestyles which include:
 - a) Meals programs, cafeteria and canteen services.
 - b) Food-based fun days and activities.
 - c) Food-based reward programs.
 - d) Fund-raising activities
3. Meals Programs and Food Services
 - a) Foods served must be consistent with Canada's Food Guide⁴ to Healthy Eating and Healthy Choices, the Guidelines for Food and Beverage Sales in B.C. Schools⁵ and support the nutrition curriculum of the N'kwala School.
 - b) Food made available to students on a daily basis is to be consistent with sound nutritional rules as taught in the curriculum.
 - c) Students must be taught to read labels and how to shop for healthy foods in grocery stores.
4. School Kitchen
 - a) Purpose is to provide students and staff with well-balanced, healthy and nutritious meals.
 - b)_ Cook foods from scratch and avoid pre-packaged foods as they are generally higher in sugars, salt and fats.

⁴ Canada's Food Guide: <https://food-guide.canada.ca/en/>

⁵ Guidelines for Food and Beverage Sales in BC Schools:
https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/healthyschools/2015_food_guidelines.pdf

- c) Read and compare the nutrition facts table on foods and choose products that are lower in sodium, sugars and saturated fats.
 - d) Gathering and preserving traditional foods for the meal program is essential to the students diet.
 - e) Food-Based Fun Days and Activities
 - i. A broader range of food options is acceptable provided such activities are of an intermittent nature and such foods are not sold.
 - ii. The Healthy Choices Guidelines should be considered whenever possible.
 - f) Food-Based Rewards Programs
 - i. Healthy nutrition and modeling issues are to be considered when choosing food as a reward for students, for example: using stickers, recognition bulletin boards, or other incentives rather than food rewards.
 - g) Fund Raising Activities
 - i. Food-based fundraising activities such as canteens, concessions where food is being sold to students shall comply with the *Guidelines for Food and Beverage Sales in B.C. Schools*.
 - ii. Traditional knowledge and traditional foods are to be considered when planning and organizing food-based fundraising.
5. Physical Activity - Physical activity includes physical education courses and daily physical activity programs.
- a) Daily Requirements Kindergarten to Grade 7 must include at least thirty (30) minutes of daily physical activity as part of students' educational program.
 - b) Daily Requirements for Grades 8 to 12: Students must document and report a minimum of one hundred and fifty (150) minutes per week of physical activity at a moderate to vigorous intensity, as part of their program. The School is responsible for providing options to give students a number of choices for how they will meet the daily activity requirements at school, at home, in the community or a combination of settings⁶.
6. Partnerships with the Community and Others
- a) The School will develop partnerships with community resource providers to support healthy lifestyles and teach the value of healthy living which may include (but are not limited to) the following:

⁶ BC Ministry of Education and Child Care (2019): Daily Physical Activity: <https://alpha.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/daily-physical-activity>

- i. Elders
- ii. Harvesters
- iii. Chief and Council
- iv. Parent(s)/Guardian(s)
- v. Parent Advisory Council
- vi. Businesses
- vii. BC Fruit and Vegetable Nutrition Program
- viii. Breakfast for Learning
- ix. Community recreational service providers
- x. Health department
- xi. Physicians and other health care practitioners.

b) The School will continue to increase communication between the school and family by providing nutrition and physical activity information which may be accomplished through:

- i. Newsletters.
- ii. Encouraging parents/guardians to participate in relevant health related homework or school health activities.
- iii. Linking nutrition and physical activity to ensure students understand the importance of how they combine to support healthy lifestyles.
- iv. Supporting and facilitating further development of health and nutrition related programs in the N'kwala School.

603 Medical Emergencies

Policy:

N'kwala School recognizes that students and/or staff may become injured and require medical assistance when at school or on school trips therefore, every effort will be made to provide medical assistance to the injured.

Procedures

1. The school will have at least four staff members with a valid Basic 1st Aid and CPR certificate. The school will arrange for the course to be delivered in the community every two years. However, in the event that it is impossible to bring the training into the community, the staff member will be requested to take the training outside of the community and will be reimbursed for the course fees, pending submitting the original receipt and a copy of the certificate.
2. Two staff members will be assigned every week as the on-site 1st Aid Attendants on Duty. This will be posted at the entrance of the school.
3. The school will request a list of medical emergency contacts from the local health centre which will be posted in the school in visible locations.
4. 1st Aid Kits are put in each classroom, office and on all school buses for readily access. It is up to the employee to ensure that their medical kit is fully stocked at all times.
5. Staff of the school may not administer prescribed medicine to a student unless the parent/guardian consents, and the medicine is prescribed by a medical practitioner, dentist or a physician authorized to prescribe such medicine. The prescribed medicine must have proper instructions, be in its original container, have the date, dosage and medical practitioner and student's legal name on it.
6. Protective gloves must be worn by staff when treating an injury involving blood or other body fluids. The gloves must be disposed of immediately after use.
7. Minor Injuries Procedures:
 - a) The person supervising the student or employee at the time of the accident will treat minor injuries. First-aid kits are supplied in every classroom for this purpose. If 1st Aid and/or CPR is required, the 1st Aid Attendant on Duty will be called.
 - b) **Inform Parents/Guardians** - Except in cases of superficial injury, the parents/guardians should be informed of the injury to obtain further treatment if they consider it necessary. In case of head or dental injury, the parents/guardians must be notified as soon as possible.
 - c) **Report** - All accidents must be reported on the Incident Report Form which are located at the front office.

- d) **Medication** - No internal medication shall be given to any student without consent and direction from the student's parents/guardians. Please refer to the *Medical Treatment of Students, Anaphylaxis*.

8. Staff will follow the following procedures when there is a Serious Injury:

- a) The definition of *serious injury* includes a head, dental or other injury, seizure or illness diagnosed by a first-aid attendant which requires further medical treatment at a hospital or doctor's office.
- b) If an injured student or employee stops breathing, the on-site 1st Aid Attendant will administer 1st Aid and CPR if necessary, and remain with the student or employee until medical assistance arrives.
- c) The 1st Aid Attendant will make the injured person as comfortable as possible if there is uncertainty about the nature of the injury and concern about moving the injured person.
- d) The 1st Aid Attendant should stay with the injured person while a runner is dispatched to call 911 and report immediately to the principal or his/her designate.
- e) When calling an ambulance, the name and address of the school, the location of the injured student and the shortest route to the location should be provided. Ambulance control should be advised that the service fee will be paid by the School Board.
- f) Moving the injured person from the school should only be done under the direction of the medical authorities, if possible.
- g) Where a tooth has been knocked out, or an appendage has been severed, the tooth or the appendage should be transported with care to their dentist/doctor.
- h) The principal or designate must immediately report a major incident to a medical authority.
- i) The parents/guardians must also be notified as soon as possible to take responsibility for getting appropriate medical treatment for their child. If the parent/guardian cannot be contacted, the emergency contact on the child's registration form will be notified.
- j) If necessary a staff member may transport the injured person to the nearest medical centre or hospital.

9. Emergency Administration of First Aid on the Bus: In the event of a student or employee showing signs of medical distress during travel on the school bus, the Bus Driver will:

- a) Stop the vehicle in the first safe location and properly secure the vehicle;
- b) Assess the situation and determine whether to perform First Aid, CPR, administer an Epi-Pen to the student;

- c) Remain calm and immediately contact 911 to request emergency services and provide the location coordinates;
- d) Contact the Principal and/or Secretary immediately after contacting 911 to inform them of the situation;
- e) Ensure that all passengers are safe;
- f) Follow the instructions provided by the parent on the *Health Information Update Form*;
- g) Stay with the student or employee until the arrival of the emergency services team.
- h) The principal will:
 - i. Remain in contact with the bus driver and/or 911 services;
 - ii. Ensure that a report is completed as soon as it is operationally feasible.
 - iii. Provide support and guidance during the balance of the incident to the school;
 - iv. Notify the President, School Board of the incident;
 - v. Be responsible for the coordination and compilation of documents regarding the incident.

Cross Reference: First Aid - Training, Human Immunodeficiency Virus (HIV); Hepatitis B, Hepatitis C; Safety Precautions Blood Body Fluids; *Worker's Compensation Act. Good Samaritan Act*

604 Administering Medication

Policy:

N'kwala School believes that parents are the primary caregivers of their child and are responsible to administer or supervise the self-administration of medication however, the school recognizes there may be instances where staff are required to administer medication to students during school hours when parents are unavailable.

Guiding Principles:

1. The safety, health and well-being of students is the primary responsibility of parents, and is a shared responsibility among parents, boards, school employees, students and health care workers.
2. **N'kwala Board** will minimize the risk of exposure for students at risk of anaphylaxis to allergens, without depriving the student at risk of normal peer relations or placing unreasonable restrictions on other students.
3. **Principals** have overall responsibility for student safety in school, including implementation of anaphylaxis safety plans in accordance with the requirements of boards of education policy and procedures.
4. Every employee has a duty to render assistance to a student in emergency situations to the extent that is reasonable for persons without medical training.
5. Confidentiality: Every employee exposed to individual student emergency response plans has a duty to maintain the confidentiality of all student personal health information.
6. **Parents** of students are responsible to inform the school about their children's potential risk for anaphylaxis and for providing ongoing health support services.

Procedures:

1. Over the counter medications shall not be administered by school staff as these medications are not controlled in terms of dose or in terms of potential negative interactions with other medications.
2. Except in emergency situations, staff are to administer (or supervise the self-administration of) medication to a student only when absolutely necessary and if all of the following conditions are met:
 - a. The medication is required while the student is attending school.
 - b. A parent has requested the school's assistance and has given their written authorization to have the medication administered by filling out the *Request and Consent for Administration of Medication Form* which is in the student's file. This

form must be filled out and signed whenever there is a change in medication or at the beginning of the school year.

- c. The medication is prescribed by a medical practitioner, dentist or a physician authorized to prescribe such medicine. The prescribed medicine must have proper instructions, be in its original container, have the date, dosage and medical practitioner's name and student's legal name on it.
 - d. School personnel have received adequate instruction from the parent and assistance from the community nurse where necessary concerning the administration of the medication.
 - e. More than one employee at a school shall be adequately instructed in the administration of the medication in order to provide an alternative person in cases of absence or unavailability.
2. The school recognizes the potential need for the administration of prescribed medication and/or epinephrine auto-injector pens, both at school and during transportation to and from school.
 3. Parents/guardians will provide the school with one up-to-date epinephrine auto injector to be stored in the office in a locked cabinet for use in emergency situations.
 4. All medications (with the exception of medication prescribed for anaphylaxis: life-threatening allergies) shall be inventoried in the student's Medical File.
 5. Employees must document when they administer or supervise the self-administration requested on the *Request and Consent for Administration of Medication Form* will be documented and maintained in the student's Medical File.
 6. In the event that the medical practitioner states that the student is to carry their medication with them at all times, the parents/guardians must write a letter to the principal requesting permission, stating the reasons for the request and must submit a copy of the medical practitioner's note which must also include the possible side effect that the medication may have on the student and the dangers that the medication may have if taken by other students. In this case, the student will be responsible for their medication.
 7. The principal will make the final decision to grant or deny the request and will notify all parties.

605 Anaphylaxis and Other Life Threatening Allergies

Policy:

N'kwala School acknowledges the need to reduce the risk of exposure to allergens within the school environment. Anaphylaxis management is a shared responsibility that includes allergic children, their parents/guardians, caregivers, and the entire school community. However, it is the responsibility of the anaphylactic/potentially anaphylactic child's parent/guardian to meet and inform the school principal and classroom teacher of their child's allergy.

Procedures:

1. The School shall comply with the BC Anaphylaxis and Child Safety Framework⁷. - [Anaphylactic Framework](#).
2. It is the responsibility of the parent/guardian to:
 - a) Inform the principal of their child's allergy (and asthma) prior to the beginning of the school year (or prior to when starting school) and discuss the need for an individual plan which should include strategies to avoid allergens, communication with staff and special requirements that are required.
 - b) Provide the school with a written letter from the child's physician/allergist is required and will be put in the student's file.
 - c) Complete medical forms and the "Anaphylaxis Emergency Plan" which includes a photograph, description of the child's allergy, emergency procedures, contact information, and the *Request and Consent for Administration of Medication Form filled out and signed*.
 - d) Advise the school if their child has outgrown an allergy or no longer requires an epinephrine auto-injector.
4. The names, photos, and the detailed plans of all students with medical conditions and allergies must be posted in all the centralized locations where staff will see it and read it. These locations include: buses, copy room, kitchen, staff room, classroom of the student or staff member. This plan will be updated every September or sooner if needed.
5. The principal of N'kwala shall develop and maintain a Medical File for each anaphylactic student which will be reviewed and updated annually. The file will include the following information:

⁷ BC Ministry of Education. (2013); British Columbia Anaphylactic and Child Safety Framework: https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/healthyschools/anaphylaxis/bc_anaphylactic_child_safety.pdf

- a. A list of current medication(s);
 - b. A current treatment plan;
 - c. A copy of any medical documentation and/or prescription information;
 - d. Instructions for medical intervention from the student's physician or nurse;
 - e. Strategies for an appropriate school response based on the student's physician's or nurse's instructions for medical intervention. (i.e in a case where a student has a severe allergy to peanuts, the classroom
 - f. A current emergency contact list;
 - g. Information pertaining to the transportation of the student
 - h. A copy of the *Anaphylaxis Emergency - Transportation Form* (as required)
 - i. A copy of the *Request and Consent for Administration of Medication Form*;
 - j. With regard to the student allergies or health, any written communication from the parent(s)/guardian(s) or from the medical professional(s);
 - k. Staff reports;
 - l. Manufacturer's Instructions for Emergency procedure for use of an epinephrine auto-injector;
 - m. Any other relevant information provided to the principal for a student with life-threatening allergies.
6. The N'kwala School strongly encourages students with life-threatening allergies to wear a medic-alert bracelet or necklace.
 7. All students and staff are encouraged to bring peanut free snacks and peanut free products to the school.
 8. Availability and location of Epinephrine auto-injectors or Allergy Medication:
 - a) Children who are old enough must carry their own Epinephrine auto-injector or allergy medication with them at all times.
 - b) The parent/guardian must provide the Epinephrine auto-injector or Medication to the school.
 9. The principal will develop appropriate responses to life-threatening allergies that include (but are not limited to) the following:
 - a. Puts a school wide ban on allergens;
 - b. An information and awareness plan for the school community;
 - c. A preventative plan for reducing allergens in the school and/or specifically in the classroom of the affected student(s); and
 - d. An Emergency Response Treatment Plan for each student with a known life-threatening allergy.

- e. Posters describing the signs and symptoms of anaphylaxis or allergic reaction and the use of the Epinephrine auto-injector should be posted in relevant classrooms and office.
 - f. Ensure that anaphylaxis and epinephrine auto-injector in-service training is provided to all school staff annually.
 - g. Develop and maintain an individual emergency plan for each student who has an anaphylactic allergy which will be included in the student's medical file.
 - h. The Individual Emergency Plan shall include:
 - i. Details for informing school employees and others who may (for example volunteers) who may be in direct contact with the student;
 - ii. The type of allergy and the allergens which affect the student;
 - iii. Monitoring and avoidance strategies;
 - iv. Appropriate medical treatment; and
 - v. Where the medication is kept.
 - i. Ensure the medical alert section of *Form 1704: Permanent Student Record* is marked with a check in cases of life-threatening allergies.
 - j. A copy of the *Anaphylaxis Emergency - Transportation Form* (as required)
10. N'kwala School will request the parent/guardian to leave one up-to-date epinephrine pen on site.
 11. Teachers on school field trips and/or excursions shall take a copy of the Medical File and a copy of the Anaphylaxis Emergency - Transportation Form which will be provided to the Bus Drivers.
 12. The Bus Driver and principal will maintain a central registry of students with life-threatening allergies.

606 Communicable Diseases

Policy:

N'kwala School is committed to preventing the spreading of communicable diseases in the school and therefore, will follow the prevention measures as stipulated in the Provincial Communicable Disease Guidelines for K-12 Schools Settings⁸ which are developed by the Ministry of Education and Child Care in collaboration with the BC Centre for Disease Control and other rights and stakeholders.

Procedures:

1. The Board policy on communicable diseases complies with the Section 91 of the *Schools Act* which states: “a medical officer may and when required by the minister of health must examine or cause examinations to be made as to the general health of students of the school.”
2. If the school medical officer considers that the health condition of any student is such as to endanger the health or welfare of the students of or the employees of the board, the school medical officer must so report to the principal, giving the name of the student concerned.
3. The principal must promptly act on a report under subsection (2) and must remove from a student whose health condition is reported by the school medical officer as being dangerous.
4. A student who is removed from under subsection (3) must not be permitted to return to the school until he or she delivers to the principal a certificate signed by the school medical officer permitting the student to return to the school.
5. If a Teacher or the Principal suspects a student is suffering from a communicable disease or other physical, mental or emotional condition that would endanger the health or welfare of the other students, the teacher or the Principal must exclude the student from school until a certificate is obtained for the student from a private medical practitioner permitting the student to return to the school.
6. If a student is removed or excluded from school under subsection (3) or (5), the principal must continue to make available to the student the following:
 - a. if the student is enrolled in more than one educational program, the educational program for which the board is responsible, or

⁸ Province of British Columbia. Communicable Disease Prevention in K to Grade 12 Schools. <https://www2.gov.bc.ca/gov/content/education-training/k-12/communicable-disease-prevention-in-k-12-schools#:~:text=Communicable%20disease%20protocols,-Students%20and%20staff&text=Schools%20will%20have%20an%20area,they%20are%20experiencing%20respiratory%20symptoms.>

- b. in any other case, an educational program.”
7. Parent(s)/guardian(s) of a student(s) who has a communicable disease are obligated to report the disease to the Principal of the N’kwala School.

Definitions

Universal precautions are steps we should take to protect ourselves when we come into contact with the blood or body fluids of other people. Universal precautions are intended to stop the spread of germs to others. Most of the time, you can’t tell if a person is infected with AIDS, hepatitis B, hepatitis C, or any number of other diseases. The best thing to do is treat the blood and body fluids of every person as potentially infectious. These potentially infectious body fluids include blood, semen, and vaginal secretions.

Procedures

In recent years increased attention has been paid to the potential of contracting infectious diseases from contact with body fluids. While the Human Immunodeficiency Virus (HIV--the cause of AIDS) has been the main concern, body fluids (i.e. blood, feces, vomitus, semen, mucous) have always had the potential to transmit many diseases; therefore, it is appropriate that proper hygienic procedures be practiced in cleaning spills of these fluids. The procedures are described in general as **Universal Precautions** and are described as follows:

The basics of universal precautions

1. **Blood and body fluids** - Always treat as potentially infectious. Clean up spills promptly using absorbent material first, and then clean more thoroughly with a disinfectant, like household bleach.
2. **Gloves** - wear latex, vinyl or rubber disposable gloves when handling blood, body fluids, or when cleaning cuts, scrapes or wounds. Wash hands after removing gloves, and dispose of the gloves in a plastic bag. Add gloves to your first aid kit so they are always ready. They are not expensive, and can be bought at any drugstore.
3. **Needlestick injuries** - go to the nearest Health Unit or hospital emergency department immediately for treatment assessment.
4. **Sharp objects** - place needles and syringes in a safe container. **NEVER re-cap, bend or break off used needles!** Place them in a puncture-proof metal or plastic container with a lid, such as an empty coffee tin and then place in the garbage.
5. **Personal articles** - never share toothbrushes or razors. They can transmit small amounts of blood from one user to the next. Dispose of razors carefully. Wrap sanitary napkins before disposing. Handle bloody bedding or clothing cautiously, and wash in hot soapy water.
6. **Handwashing** is the best single way to prevent the spread of germs from one person to another. Wash hand thoroughly with soap and water for at least 15 to 20 seconds.

Always wash hands:

- before preparing food
- before mealtimes
- before breastfeeding,
- after toileting or diapering
- before and after providing first aid
- after handling blood or body fluids.

Cover your mouth when you cough or sneeze, then wash your hands. Don't pass *your* germs on to others.

Teach others (especially children) about healthy behaviour and potential risks and how to deal with them safely.

How can you keep yourself safe?

Blood splashed on your skin may cause infection by getting into cuts, nicks, or raw chapped areas. Protect yourself by wearing gloves if you are going to be exposed to blood or other body fluids. For example, if you help someone who has a bleeding nose you should wear vinyl or latex disposable gloves to protect your skin. If this is not possible, continue to help the person and then wash immediately afterwards.

Gloves are not necessarily required if you come into contact with urine, feces, nasal secretions, saliva or vomit, **unless** you can see blood in it. However, in some situations you may prefer to wear gloves. Remember, it is always important to wash your hands carefully after touching any body fluids, even if you have worn gloves.

How can you safely clean up spills of blood or other body fluids?

- 1 . Protect yourself by wearing disposable vinyl or latex or rubber gloves.
- 2 . If there is a risk of splashing use protective eye wear. Use disposable absorbent material such as paper towels to remove most of the spill.
- 3 . Place these in a plastic bag and deposit in the garbage.
- 4 . Wipe the floor, or any contaminated surfaces with a disinfectant solution. Make this solution by mixing one part household bleach to ten parts of water. This type of bleach solution should be freshly made up or it may lose its strength.
- 5 . For carpets or upholstery that may be damaged by bleach, other household germicides or disinfectant agents can be used.
- 6 . Soak mops or brushes that have been used for cleaning in a disinfectant for 20 minutes.
- 7 . When you are finished wash your hands thoroughly with soap and water.

What should you do if you find a used syringe or condom?

A needle that someone else has used contains a small amount of their blood. This blood may carry the AIDS or Hepatitis B virus. Used condoms can also contain infectious body fluids.

- Teach children **NEVER** to touch needles, syringes or condoms.
- Teach children to tell an adult about them immediately.

If you find a used syringe or condom - especially in a park, school or playground - it is important to dispose of them promptly and carefully.

1. Use a pair of tongs or pliers, or a pair of sturdy gloves to pick up these items.
2. Discard condoms in a plastic bag.
3. Discard syringes or needles in a puncture-proof container, preferably one intended for such purposes. Any plastic or metal container with a lid, such as a coffee can.
4. When you have finished wash your hands carefully with soap and water.

While the risk of infection from used condoms and syringes is very low, it is best to limit this risk as much as possible. It is important to help children understand how important these necessary precautions are.

What should you do if you accidentally prick yourself with a dirty needle?

1. If possible, put the pricked area low to the ground to promote bleeding.
1. Wash the area well with soap and water.
2. Go to your nearest local health unit or hospital Emergency Department immediately for treatment assessment.

Employees who have the AIDS Virus (HIV Infection)

- Under normal circumstances teachers and other staff who have an HIV infection pose no risk to other staff or students.
- No action needs to be taken unless the individual is attempting to continue work despite being obviously ill.
- In the circumstances that the medical health officer is aware of an employee that has AIDS or is an AIDS carrier, school officials will not normally be informed unless there is a danger to the health of other students or staff.
- In the circumstances where an official becomes aware that an employee has HIV infection, information must be kept confidential to only those who truly need to know.
- An employee who has HIV infection should not be removed from employment unless the attending physician and medical health officer advise otherwise.
- Situations may arise where it is not known that an employee has HIV infection, but the symptoms become sufficient to make attendance at work difficult. In such cases the normal procedures for dealing with sick leave can be used.

Students Who Have the AIDS Virus (HIV Infection)

- Personnel involved in the case and education of HIV-infected students shall respect the child's right to privacy, including maintaining confidential records.
- The number of personnel who are aware of the child's condition shall be kept at the minimum needed to assure proper care of the child. The school Principal, who is

ultimately responsible for student placement, will consult regularly with the Band Administrator and the medical health officer regarding the placement of known HIV-infected individuals.

- Decisions regarding the type of educational setting for HIV-infected children should be based on the behaviours, neurological development, and physical condition of the child and the expected type of interaction with others in that setting. In each case risks and benefits to both the infected child and to others in the setting should be weighed. These decisions are best made using the team approach, including the child's physician, public health personnel, the child's parent or guardian, and school and school personnel. The Band Administrator, in cooperation with the medical health officer, will call such meetings as required.
- For most infected children, the benefits of an unrestricted setting would outweigh the risks of their acquiring potentially harmful infections in the setting and extremely low risk of transmission of HIV at school. Mandatory screening as a condition for school entry is not warranted.
- For very young children, for some neurologically handicapped children who lack control of their body secretions or who display behaviours such as biting, and for those children who have uncoverable oozing lesions, a more restricted environment is advisable.
- Children infected with HIV should be educated in settings that minimize as far as practical exposure of other children to blood or body fluids. If necessary, when there is no appropriate school setting, and upon the advice of the medical health officer, educational services can be provided through the hospital or homebound program.
- School personnel providing personal care to an HIV-infected child shall at all times be guided by the advice and recommendations of the health officer, who shall arrange for periodic inspection of such situations.

Cross References

Provincial Communicable Disease Guidelines for K-12 School Settings

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

Public Health Communicable Disease Guidance for K-12 Schools: http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf

SD43:

<https://www.sd43.bc.ca/Lists/Documents/SD43%20Communicable%20Disease%20Protocols%20for%20Schools%20Sept%20201%202022.pdf>

607 Immunizations

Policy:

Students registered with N'kwala School, including those who are home schooled are required to be up to date on their vaccines to prevent the spread of communicable diseases.

Procedures:

1. Students registered with N'kwala School should have received immunizations against the following communicable diseases:
 - Diphtheria
 - Pertussis (Whooping Cough) Tetanus
 - Poliomyelitis
 - Haemophilus Influenza Type B (HIB) - for children under 60 months of age Rubella
 - Measles
 - Meningococcal Conjugate Mumps
 - Hepatitis B (students born in 2001 and after) Varicella Zoster or History of Chicken Pox Disease.
2. Parents/guardians are required to provide evidence of immunizations for their child(ren) when they register them at the school. Such evidence must be issued by a licensed physician or by an authorized health centre. If the evidence is not provided, the school secretary will contact the parents/guardians and the local Health Nurse.
3. N'kwala School will cooperate with the local Health Unit in ensuring that regular immunization programs are available for those students who need booster shots or who are unimmunized for particular diseases. Should no evidence of immunization be provided, a notation will be made on the school enrolment form and the principal will contact the parents/guardians and local health centre.
4. The student will not be permitted back to school until the parents/guardians can show proof of the vaccine.

608 Head Lice – No Nits

Policy:

Because of the close proximity of our students and staff to one another, they may become exposed to head lice therefore, we are committed to working with parents and health agencies to reduce the likelihood, and dealing with the treatment in an effective and timely manner.

Procedures:

1. The principal will request that the local Community Health Representative, trained staff or volunteers do head checks for lice, as required.
2. Staff will report suspected cases of head lice and/or nits to the principal.
3. Parents/Guardians will be notified in writing if their child(ren) requires treatment.
4. Students who have nits or head lice will be sent home immediately and will not be allowed to return until the school has been contacted by a Health Representative who can verify that the student(s) is free of nits/head lice.
5. Students who are sent to school who still have nits/head lice, will have their parent/guardian or emergency person contacted and be sent home immediately. N'kwala School will not be providing transportation for students who have head lice and have been sent to school. It is the parents' responsibility to keep them at home.
6. The student will receive a homework package from their teacher to be completed while they are absent from school to ensure that they are not missing any instruction.

609 Tobacco and Vaping (Including Ceremonial Tobacco, Cigarettes, Chewing Tobacco)

Policy:

N'kwala School and grounds are 100% tobacco free.

Procedures:

1. BC introduced Legislation, Banning Tobacco and Smoking in Public Places and Schools⁹ on March 6, 2007 which was further amendment in 2015 to include electronic cigarettes and/or vapour emitting smoking products and/or all electronic nicotine delivery systems.
2. The ban extends to school property at all times, regardless of whether or not school is in session. Furthermore, the Board believes that smoking is detrimental to the health of students and the safety of school facilities.
3. No person shall smoke tobacco and/or tobacco products or use or inhale electronic cigarettes and/or vapour emitting smoking products and/or all electronic nicotine delivery systems or hold lighted tobacco and/or tobacco product and/or electronic cigarettes and/or vapour emitting smoking products and/or all electronic nicotine delivery systems at or on the N'kwala School property.
4. Electronic products such as electronic cigarettes, cigars, and pipes as well as cartridges of nicotine solutions and related products are prohibited in N'kwala School and on all school properties. Electronic smoking products consisting of a battery-powered delivery system that produces a vapour that resembles smoke and/or a vapour that delivers a liquid chemical mixture that may be composed of various amounts of nicotine, propylene glycol, and/or other chemicals are prohibited in a school and on all school properties.
5. The ceremonial use of tobacco is exempted from the ban on tobacco use in schools in the case of the following instances:
 - a. The ceremonial use is approved by the Board; and
 - b. It is performed in relation to a traditional activity.
6. The principal shall ensure that information on the harmful effects of smoking on personal health is provided to students on a regular basis throughout the school year.

Cross Reference:

Tobacco Control Act, Bill 10, the *Tobacco Sales Amendment Act, 2007—Banning Tobacco and Smoking in Public Places and Schools*).

⁹ Province of BC: Tobacco Sales (Banning Tobacco and Smoking in Public Places and Schools): <https://www.bclaws.gov.bc.ca/civix/document/id/lc/billsprevious/3rd38th:gov10-3>

610 Animals on School Property

Policy:

The N'kwala School fosters a safe, caring and orderly learning environment for students and therefore, does not permit non-school animals, with the exception of registered therapy animals to be on school property.

Procedures:

1. Non-school animals and non-registered animals will not be permitted on school grounds.
2. Identified Service Animals are permitted on school property without authorization.
3. Therapeutic dogs for students and staff must be trained, licensed and follow the provincial regulations.
4. The principal is responsible for granting or denying approval to persons seeking to bring animals on school property.
5. In the event that an unauthorized animal appears on school grounds and the said animal creates a concern for the safety of students, staff, or others on school grounds, the principal will contact the owners and report the incident to the Band Administrator and/or SPCA to have the animals removed from school property.
6. The principal will consult the Health and Safety Officer, if necessary.

611: Emergency Preparedness

Policy:

N'kwala School recognizes that the school staff and students must prepare for various types of emergencies which can be sudden, unexpected and requires immediate action therefore it is critical to have an emergency plan in place and practice the appropriate drills as required by the Ministry of Education.

Procedures:

1. The school has a responsibility to take reasonable measures to ensure the safety and welfare of students in the event of emergency situations. For purposes of this policy, internal emergencies are those that originate within the confines of the school and may include fire, structural collapse, bomb threat and dangerous chemical spills inside the building that may endanger occupants. External emergencies originate outside the building and may include riots, severe weather conditions or other emergency situations that endanger the school's occupants.
2. In the case of internal emergencies the principal or Safe School Coordinator (SSC) has the authority to make the final decision regarding school evacuations.
3. When the Upper Nicola Band declares a state of local emergency, the *Upper Nicola Band's Emergency Preparedness Plan* will be implemented and emergency operations coordinated through the Band administration.
4. When external emergencies have been declared, the responsibility for evacuating N'kwala School will rest with the principal or SSC and /or appropriate Upper Nicola Band authorities.
5. During emergency situations involving the school, all communications with the media shall be coordinated by the principal and/or the Band Administrator or designate.
6. It is imperative that students, staff and the public be protected in case of emergency and that the educational process of the school be carried out with the least amount of disruption.
7. N'kwala School has developed a N'kwala School Emergency Plan and a N'kwala Classroom Emergency Plan that provides staff with guidance in keeping students, staff and users of the school safe during an emergency.
8. The Emergency Preparedness Plan includes evacuation procedures, roles and responsibilities of staff during an evacuation, and moving students from the school site

to a temporary shelter if required. It also includes instructions and procedures for fire drills, earthquake drills and lock down drills. The minimum number of drills per year are:

- Fire drills - at least four times
- Earthquake drills - at least three times
- Lockdown - at least twice
- Hold and secure – at least twice

9. Common sense should dictate the reaction of school personnel in emergency situations.
10. The principal or SSC has the primary responsibility for revising, updating the plan and reviewing it with staff annually.
11. In addition, the principal or SSC must set up a designated chain of command so the safety procedures are carried out in event of their absence from the building.
12. Principals, teachers and other employees are to become familiar with the procedures set forth in the emergency plan for the school.
13. The principal or SSC will provide to the Chairperson and/or designate a written status report on emergency plans and procedures on or before the first week of the school year.
14. The Principal or SSC shall communicate with parents/ guardians, outlining the school's *Emergency Preparedness Plan* and procedures for parents to take in the event of an emergency at their child's school, including the need to identify other adults authorized to have temporary care of their child(ren) in the event contact cannot be made with the child(ren)'s parents.

Cross Reference:

Code of Conduct Policy and Procedures, BC Emergency Planning Guide, Upper Nicola Band Preparedness Plan

[Earthquakes Happen: Are You Ready? 8-12](#); [The Great Shakeout Earthquake Awareness Week](#)

612 Closed Campus

Policy:

The N'kwala School is responsible for students from the time that they get on the school bus until they are dropped off at the end of the day. As a result, we take the health and safety of our students of utmost importance which means that students must remain on campus at all times during school hours.

Procedures:

1. Closed campus requires that students remain on campus from the time of their arrival until school is released for the day.
2. The *Closed Campus Policy* will be communicated with parents/guardians and students at the beginning of the school year and at regular intervals throughout the school year.
3. New students and the parents/guardians of new students will be informed of the *Closed Campus Policy*.
4. Students and parents/guardians will sign the *Closed Campus Policy Acknowledgement Form* at the beginning of the school year or, in the case of new students, upon their enrolment in the N'kwala School.
5. Students who need to leave campus during the school day must bring a written note from a parents/guardians or they are required to call the school office. This checkout procedure is essential for building security and student protection.
6. In case of any other or emergency release, parents/guardians must contact the school office.
7. The principal will call the parents and inform them if their child(ren) fails to comply with the above regulations. Prior to returning to school, the student and parents/guardians must meet with the principal.
8. Students who leave the school campus more than three times without parents/guardians permission will receive a three day in school suspension. The student will be required to follow the Suspension and Expulsion Policy (#815).

613 School Closures

Policy:

N'kwala School will operate the school in accordance with the School Year Calendar that has been adopted by the Board however, there may be occasions where the school will close due to emergency situations and inclement weather.

Procedures:

1. Every effort must be made to keep the school open.
2. The Board expects the N'kwala School to remain open on those days designated in the school calendar. N'kwala School will close **only** if so directed by the Principal, Band Administrator **or** if necessitated by emergencies/disasters threatening the safety of students and staff.
3. When weather conditions are questionable Principals can consult Environment Canada's www.weatheroffice.ec.gc.ca for information as well as www.weathernetwork.ca for the local forecast.
4. Temperatures will be taken at Douglas Lake (Tyler/Opal who will take the temperature?)
A wind chill factor of -40° C will initiate discussion between the Principal and the Board Chair on a possible school closure.
5. Ultimately, parents have the responsibility of determining daily whether or not it is safe for their children to go to school.
6. Should the principal decide to close the school before 7am due to inclement weather (temperature is -35 degrees Celsius by 7am), temperature is minus forty (-40 degrees with or without wind chill), plant failure or impassable roads due to severe winter conditions, the following procedures will take place:
 - A. The Principal and Secretary will inform staff using the *Communications Tree* by 7:00am.
 - B. The Classroom Teacher shall inform their student's parents as soon as possible.
 - C. Staff are expected to be present at the school for at least three (3) hours unless conditions at the school or the roads are unsafe to travel on.
7. The cancellation of bus service does not mean that the school is closed.
8. Should the principal decide to close the school after it is in session due to the health and safety of the students and/or employees (ie. no water, hydro outage for more than 2 hours), the following procedures will apply:
 - a) The school secretary will contact the parents/guardians and inform them;

- b) Should the buses not be able to transport the students due to the conditions of the roads, parents/guardians can come to the school and pick up their child(ren) if they feel that it is safe to do so.
- c) Students and staff may be required to sleep in the gym or may be billeted out with family.
- d) The principal will be responsible for ensuring that adequate supervision is on site.
- e) The principal will inform the Band Administrator and the Chair, of the Board.

614 Extreme Weather Conditions

Policy:

N'kwala School believes that it is important for students to get as much fresh air and play time outside during their breaks however, we recognize that extreme weather conditions may warrant a change in the school's daily routines.

Procedures:

1. Weather conditions can change throughout the day. When weather conditions are questionable, the principal can consult Environment Canada's www.weatheroffice.ec.gc.ca for information as well as www.weathernetwork.ca for their local forecast.
2. A change in the school routine/schedule due to extreme weather is at the discretion of the principal.
3. Conditions requiring changes in normal practice may include:
 - Rain, freezing rain, thunderstorms, lightning, hail, ice, extreme winds - requires indoor routines
4. The tables listed below for Extreme Cold Weather, Extreme hot weather and wind chill hazards and risk of frostbite are to assist the principal in making a decision on whether or not the students should stay inside before and after school as well as stay in during the breaks or go outside as per the regular schedule.

EXTREME COLD WEATHER	
• Temperature and/or wind-chill of minus 20	• Indoor routine
• Temperature and/or wind-chill minus 18-19	• Lunchtime shortened to 20 minutes
STRATEGIES TO BE IMPLEMENTED	
<ul style="list-style-type: none"> • Refer to Environment Canada's Wind-chill Program – Wind Chill Hazards • Remind student to dress appropriately for the weather and ensure proper headwear, gloves/mittens, and footwear – winter boots etc. • Children should be monitored closely for signs of frostnip, frostbite or difficulty breathing 	

EXTREME HOT WEATHER	
HUMIDEX	
<ul style="list-style-type: none"> • Humidex over 40 	<ul style="list-style-type: none"> • Indoor routine
STRATEGIES TO BE IMPLEMENTED	
<ul style="list-style-type: none"> • Refer to Environment Canada information on humidity, humidex and guide to summer comfort, UV index • Personal water bottles will be allowed at student desks and outside if necessary • Staff and students must monitor their level of activity and take frequent breaks for water in order to remain adequately hydrated, especially during lunch hours. • If no air-conditioning is available, where possible, keep doors and windows open and lights off • Through regular communication practices (i.e., newsletters, morning announcements), remind parents and students to wear lightweight and light-coloured clothing and other hot weather necessities – hats, sun visors, sunscreen etc. • Where there is air conditioning rotate groups of students into those rooms • Provide classrooms with fans by utilizing available funds 	
UV INDEX	
<ul style="list-style-type: none"> • UV Index of 6 (High) or over 	<ul style="list-style-type: none"> • Regular Routine with Precautionary Measures Communicated (Proper Sun Protection)
STRATEGIES TO BE IMPLEMENTED	
<ul style="list-style-type: none"> • Refer to Environment Canada information on humidity, humidex and guide to summer comfort, UV index • Raise awareness through regular communication practices (i.e., newsletters, morning announcements) and remind parents and students about UV rays and proper sun protection – 	

Wind Chill Hazards and Risk of Frostbite			
Wind Chill	Risk of frostbite	Health Concern	What to Do
0 to -9	Low	Slight increase in discomfort	Dress warmly, with the outside temperature in mind.
-10 to -27	Low	<ul style="list-style-type: none"> - Uncomfortable - Risk of hypothermia if outside for long periods without adequate 	<ul style="list-style-type: none"> - Dress in layers of warm clothing, with an outer layer that is wind-resistant. - Wear a hat, mittens and scarf. - Keep active.
-28 to -39	Increasing risk: exposed skin can freeze in 10 to 30	<ul style="list-style-type: none"> - Check face and extremities (fingers, toes, ears and nose) for numbness or whiteness - Risk of hypothermia if outside for long periods 	<ul style="list-style-type: none"> - Dress in layers of warm clothing, with an outer layer that is wind-resistant. - Cover exposed skin: wear a hat, mittens and a scarf, neck tube or facemask. - Keep active.
-40 to -47	High risk: exposed skin can freeze in 5 to 10 minutes*	<ul style="list-style-type: none"> - Check face and extremities (fingers, toes, ears and nose) for numbness or whiteness (frostbite) - Risk of hypothermia if outside for long periods without adequate 	<ul style="list-style-type: none"> - Dress in layers of warm clothing, with an outer layer that is wind-resistant. - Cover all exposed skin: wear a hat, mittens and a scarf, neck tube or facemask. - Keep active.
WARNING LEVEL** -48 to -54	High risk: exposed skin can freeze in 2 to 5 minutes*	<ul style="list-style-type: none"> - Check face and extremities frequently for numbness or whiteness (frostbite) - Serious risk of hypothermia if outside for long periods 	<ul style="list-style-type: none"> - Be careful. Dress very warmly in layers of clothing, with an outer layer that is wind-resistant. - Cover all exposed skin: wear a hat, mittens and a scarf, neck tube or facemask. - Be ready to cut short or cancel outdoor
-55 and colder	High risk: exposed skin can freeze in	<p>DANGER!</p> <ul style="list-style-type: none"> - Outdoor conditions are hazardous 	<ul style="list-style-type: none"> - Stay indoors.

Interpreting the UV Index

The UV index is included in Environment Canada's weather forecasts whenever it is expected to reach 3 (moderate category) or more. This table outlines the sun protection actions recommended at different levels of the UV index. Remember that the amount of UV you receive depends on both the strength of the sun's rays (UV Index) and the amount of time you spend in the sun.

What does UV Index mean?		
UV Index	Category	Sun Protection Actions <i>(in detail)</i>
0 – 2	Low	Minimal protection for normal activity
3 – 5	Moderate	Cover up. Wear hat, sunglasses, sunscreen if outside for 30
6 – 7	High	Protection required. Reduce time in sun between 11AM and 4PM
8 – 10	Very High	Take full precautions and avoid sun between 11AM and 4PM
11+	Extreme	Take full precautions and avoid sun between 11AM and 4PM

Proper sun protection includes wearing a broad-rimmed hat, a shirt with long sleeves and wrap-around sunglasses or ones with side shields. Choose sunscreen with 15+ SPF (sun protection factor) that offers protection against both UV-A and UV-B rays. Apply generously before going outside and reapply often, especially after swimming or exercise.

Cross Reference:

Emergency School Closure

615 Unwelcome Visitor/Intruder

Policy:

N'kwala School is dedicated to providing students and staff with a safe and secure environment but recognizes that there may be instances where unwelcome visitors enter the school who need to be escorted off the premises.

Procedures:

1. Schools will prominently display a sign at major entrances directing all visitors to report to the office immediately upon entering the school.
2. Where an employee has cause to believe that a person is on school property without authorization, the following procedures are to be followed:
 - a. Identify yourself and your position in the school.
 - b. Determine the status of the person:
 - i. Request the person to identify him/herself;
 - ii. Ask what is the nature of the person's visit, and
 - iii. Ask if the person has checked in at the office.
 - c. If the person refuses to answer any of the questions or if you are suspicious, request that he/she accompany you to the office.
 - d. If the person refuses to comply with this request, issue the Standard Warning Statement.
 - i. "Pursuant to Sec. 177 of the *School Act*, you (Intruder name) are hereby directed to immediately leave the lands and premises at this school and you are not to enter upon these lands and premises again before (date required – last day of school). Failure to comply with this order constitutes an offense under the *School Act*."
 - e. If the person leaves, record as much detail as you can (physical description, clothing, and vehicle) and fill out an Incident Report.
3. If the person refuses to leave, notify the office. Office personnel will notify the police and record the outcome on the Incident Report.
4. If the person complies with the request to report to the office, refer the person to the Principal or Senior Teacher in charge.
 - a. The Principal or Senior Teacher will:
 - i. Determine the status of the person;
 - ii. Gather information on the reason for the person's presence;
 - iii. Issue the Standard Warning where appropriate; and
 - iv. Complete the *Incident Report Form*

- v. Make the completed *Incident Report* available to the police as appropriate.
5. If the person fails to comply and a second intrusion occurs, the Principal or Senior Teacher will:
 - i. Register a complaint with the police;
 - ii. Complete a second Incident Report Form; and
 - iii. Proceed with charges where the person's identification is established.
6. If the person's intrusion involves a violent or threatening act,
 - i. Attempt to ensure that any weapons are controlled (if applicable);
 - ii. Contact the parents/guardians if the person is a student;
 - iii. Contact the police and,
 - iv. Initiate the Lockdown procedures if necessary.
7. If the unwelcome visitor continues to return to the school uninvited, write a letter banning the individual from the school property. If need be, ask the RCMP to deliver the letter to the individual.

616 Weapons Incident

Policy:

The possession or use of any weapons on or near N'kwala School shall be considered a serious threat to the entire school environment and community at large. All school personnel who believe that such a threat exists shall take appropriate action.

Definition:

Weapon is any object that has the potential to be used and is intended to be used, or is used, to injure, threaten or intimidate any person.

Procedures:

1. When the principal reasonably believes that any person on the school premises possesses a weapon, they shall:
 - a. Make all reasonable attempts to minimize the risk of injury to any person.
 - b. Arrange for the removal of weapons from the school premises.
2. After the principal and/or designate has ensured that safety of all she/he:
 - a. Shall, as soon as practical, notify the parent/guardian of any child involved in the situation.
 - b. Contact the RCMP, and if appropriate, seek their immediate assistance.
 - c. Make an immediate verbal report to the Chair, School Board.
3. The School *Lockdown Procedures* will be initiated in the case of a threat.
4. Students who are in possession of a weapon that has been or is about to be used for the purpose of inflicting injury, damage or for the purpose of threatening or intimidating will be suspended for more than five (5) school days, and the weapon shall be removed when this can occur safely, at the discretion of the principal.
5. General guidance to staff:
 - a. Use professional judgment, common sense, and discretion and do not overact;
 - b. Get immediate assistance from a staff member who can attend the situation with you;
 - c. Direct a responsible person to inform the principal that there is a crisis;
 - d. If you are unsure of the person's intent call the police immediately and "request immediate assistance for an incident involving a weapon".
 - e. If you are unsure of the person's intent initiate the *lockdown procedures*;
 - f. Try to isolate the individual by accompanying them to an empty room clear the area of other persons;

- g. Only when all others are out of the way should you attempt to talk the person into surrendering the weapon;
 - h. Keep a running dialogue with the individual until the weapon is surrendered and/or until the police arrive; and
 - i. Complete an Incident Report Form.
6. If the threat and individual cannot be safely contained by the above measures, initiate the *Lockdown Policy & Procedures*.

Cross Reference:

Code of Conduct Policies and Procedures

617 Accident Reports

Policy:

The School Board believes that it is the responsibility of the principal and staff of the school to take every reasonable precaution to prevent accidents stemming from school activities which might result in injury or harm to students, teachers, or visitors.

Procedures:

1. The principal and school staff assume direct and continuing responsibility for:
 - a. maintenance of safe conditions;
 - b. prompt reporting for correction of hazardous conditions and practices affecting person, activities or facilities under their jurisdiction; and
 - c. performance of all other specifically assigned accident prevention responsibilities.
2. Students shall assume the direct and continuing responsibility for:
 - a. compliance with safety rules and the instructions of school personnel;
 - b. use of all required safety devices, safeguards, and personal protective equipment; and
 - c. prompt reporting of all accidents, injuries, hazardous conditions, and hazardous practices.
3. It shall be the responsibility of the parents to advise the school of medical problems suffered by their child, and the procedures to be followed in the event of an emergency.
4. It shall be the responsibility of the principal to ensure that appropriate portions of the above regulations are conveyed to students, parents, teachers, and other school personnel. Ideally, this should be done during the first month of each school year.
5. On becoming aware that an accident involving to a student or other persons has occurred, Administration or the teacher in charge becomes responsible for taking the necessary steps in dealing with the victim of the accident:
 - a. The nature and extent of the injury must be ascertained. Teachers are advised to use extreme caution when administering first-aid and should direct the individual to a safe place if required or possible.
 - b. When necessary emergency measures have been taken, the parent or guardian must be contacted and advised of the injury and action taken. Subsequent action should be in accordance with his/her wishes.
 - c. In the event of the parent being available, the Administration or teacher would be expected to act *in loco parentis*, and take such action as deemed advisable

under the circumstances. Accident Report Form is to be filled out as soon as possible.

- d. No employees shall offer consent for medical treatment, unless authorized to do so.
6. The principal shall maintain accurate records of all accidents occurring on school grounds, or school-related activities. A "Report of Accident at School" form is provided for this purpose.
7. The accident report shall be completed within twenty-four (24) hours of the accident taking place, and a copy sent to the parent and one on file.

618 Water Testing

Policy: N'kwala School has its water tested on a regular basis throughout the school year and at least once every year¹⁰ for lead content to ensure that it meets provincial requirements established by the Ministry of Health, such as *Guidelines for Drinking Water Quality for lead*.

Definition:

Lead (Pb) is a dense, odourless, bluish-grey, lustrous metal that is malleable, insoluble and resistant to chemical corrosion.¹¹

Procedures:

1. N'kwala School works closely and cooperatively with the Upper Nicola Band community based water monitors to ensure that the water is tested regularly.
2. Upper Nicola Band and School follows the First Nation Health Authority Water Testing Guidelines which are in accordance with the Canadian Drinking Water Quality Guidelines.
3. Upper Nicola's community based water monitors check the drinking water throughout the community water system including at the school for potential bacteriological contamination using community lab equipment once per week.
4. In addition, Upper Nicola's community based water monitors will check the drinking water using community lab equipment or certified lab testing on an as-needed basis throughout the year.
5. In addition, the First Nations Health Authority (FNHA) Environmental Health Officers (EHO) will check lead at least once per year.
6. The principal will receive notification of any exceedances in sample results in a timely manner and will have access to reports as required.
7. If sample results reveal lead levels exceed the maximum allowable concentration in accordance with the *Guidelines for Canadian Drinking Water Quality* by Health Canada, the

¹⁰ Health Canada. Monitoring for Schools, Multi-dwelling residences and large buildings, Lead in Drinking Water: <https://www.canada.ca/en/health-canada/programs/consultation-lead-drinking-water/document.html#a312>

¹¹ Ibid;

school in consultation with the EHO will undertake mitigation strategies which may include the following:

- A. Flushing for 30 to 60 seconds until the water is cold;
 - B. Deactivate water sources and post signage;
 - C. Install filtration systems;
 - D. Upgrade plumbing; and
 - E. Or other steps that reduce the exposure of lead to acceptable levels.
8. In the event that testing reveals that drinking water concentrations of lead or at or above the maximum acceptable level, the principal will notify the:
- A. Band Administrator
 - B. Environmental Health Officer, FNHA
 - C. Independent Schools Branch
 - D. Parents and guardians.

Cross References:

<https://www.canada.ca/en/health-canada/programs/consultation-lead-drinking-water/document.html>

<https://www.fnha.ca/what-we-do/environmental-health/environmental-public-health>