



KENORA CATHOLIC DISTRICT SCHOOL BOARD

300 Student Procedures

AP 305: Safe Schools – Welfare of the Child

Consistent with the Kenora Catholic District School Board's philosophy of concern for the whole person, the Director of Education realizes the responsibility the system shares for the health of its pupils. Therefore, the following procedures regarding child welfare have been established.

1. Registration

- 1.1 At the time of registration, the parent/guardian will share with the principal or designate all pertinent information regarding the welfare of the child.
- 1.2 Principal or designate at the time of registration must:
 - 1.2.1 Emphasize the concern the school has for the welfare of the child, health, safety
 - 1.2.2 Encourage the parents to share any information regarding any conditions that may affect the welfare of the child at school such as health, family situations
- 1.3 The principal shall ensure that all information remains confidential and is on file in the school office.

2. Medication

- 2.1 The parent/guardian of any child on prescribed medication must notify the school in writing.
- 2.2 The principal will ensure that medication is kept in a secure place.
- 2.3 The principal or designate will be responsible for administering the oral medication.
- 2.4 The principal will ensure that a written record of medication administered is kept on file.
- 2.5 Oral medication will be administered only
 - 2.5.1 If the child is not capable of administering the medication
 - 2.5.2 If it is necessary, to administer the medication during school hours.
- 2.6 Oral medication will be administered when the doctor or parent stipulates in writing:

- 2.6.1 The exact dosage and times to be given
 - 2.6.2 Any possible side effects that may occur
 - 2.6.3 In what period of time it may be necessary to administer the medication.
- 2.7 School personnel will not provide or supply any drugs or medication to a child, including aspirin.

3. Assistance – Physical

- 3.1 Trained personnel will provide assistance with lifting, positioning and mobility if the attending doctor stipulates in writing that it is necessary.
- 3.2 Trained personnel will provide assistance with feeding and toileting of students if the attending physician stipulates in writing that it is necessary.

4. Injured Pupils

- 4.1 Each school office shall have the names of doctors, dentists and other similar information regarding pupils on file to be used in case of an emergency.
- 4.2 Staff members in each school should have the opportunity to become skilled in the latest techniques of first aid and emergency treatment.

5. Impaired

Pupils who appear to be impaired are to be treated as if they were ill.

6. Pregnancy

- 6.1 In the event of student pregnancy, staff shall respond with respect, compassion and love.
- 6.2 Appropriate staff will assist the student in decision making by means of information, insight and support.
- 6.3 In counseling the student, the rights of the child in the womb will be supported.

- 6.4 Without betraying a confidence, every effort will be made to involve the student’s family members in the decision making process.
- 6.5 The student will be encouraged to continue her education within the system and to maintain her career plans.

Legal References:

- 1. Education Act : S.265 (1) (c) (d) (j) Duties of principal
S. 266 Pupil Records

Effective Date: June 19 1985
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