



HEALTH, EMERGENCY CARE, AND RELEASE OF CHILD POLICIES

ARRIVALS AND DEPARTURES / RELEASE OF A CHILD

A) Arrival

The Brockton Preparatory School building will be open each school day at 7:50 a.m. Please do not drop your child off at the school any earlier than 7:50 a.m. as there will be no child supervision and the school building may still be locked.

Please call the school and let us know if your child will be absent. Attendance is taken each morning at the start of the school day. If your child is not at the school by 10:00 a.m., we will telephone you.

B) Departure

We ask that you be punctual when picking up your child. If an emergency situation arises and you will be late, please advise the school as soon as possible: (604) 929-9201. If you are unable to pick up your child, the school must be informed of the alternate person who will be picking up your child. If the person picking up your child is not known to school staff, we will need information from you about the person (their name, address, telephone number and a physical description). The person will be asked to show photo identification to the staff upon arrival to ensure your child's safety.

Do NOT remove a child from the school property during school hours without a staff member's knowledge.

C) Late Pick Up

If you have not picked up your child or called the school within 90 minutes of the end of the child's school day, a staff person will contact alternative person/s from the authorized pick up list (completed by each family upon enrolment) to pick up your child. If that person is unavailable, and you have not contacted the school we are required to notify Emergency Services of the Ministry for Children and Families.

D) Unauthorized Person

If an unauthorized person arrives to pick up your child, the child will remain under the supervision of school staff. The staff person will explain the policy that written authorization from the enrolling parent/guardian is required to release a child. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child, other children and the staff. If necessary, a staff person may need to call the police for assistance.

Please ensure that the staff has full information if there is legal documentation specifying custody/guardianship or limited access to your child.

E) Incapable of Providing Safe Care

If the parent/guardian or authorized care provider requesting the release of a child appears incapable of providing safe care (i.e. severely ill, emotionally distraught, apparently impaired by alcohol, drugs, medication etc.) school staff will offer to call a relative or friend to pick up the parent/guardian and the child; offer to call a taxi cab; inform the parent/guardian that if he/she chooses to get in the car with or without the child, the staff will notify the police immediately and call the Ministry of Children and Families. The staff will then document the events and maintain a copy in the student's file.

HEALTH AND SAFETY

A) Allergies / Medical Conditions

Please inform the school in writing of any food restrictions/allergies or medical conditions your child may have.

B) Prescription Medication

If you would like Brockton staff to administer prescription or non-prescription medication to your child: (1) medication must be provided in the original container and be labelled with the child's name; (2) a *Permission to Administer Medication* Consent form must be completed with instructions on administering the medication; and (3) all medication will be stored in a locked container either in the classroom or in a locked container in the refrigerator depending on the storage instructions on the label.

C) Immunization

The Ministry of Health recommends that children receive their immunizations for Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps and Rubella. Brockton requires all parents to provide information on their child's immunization history.

D) Illness

While we are sensitive to the stress that illness may cause for families, you will need to keep your child at home, or make alternate arrangements, if your child:

- has a communicable disease;
- has a contagious infection, including pink eye (conjunctivitis);
- has a fever over 38 degrees Celsius;
- is vomiting or has diarrhea;
- has a skin infection or an undiagnosed rash;
- is not well enough to participate in all program activities including outdoor play.

Please ensure that your child has been fever free for at least 24 hours before bringing him/her back to school.

Please notify Brockton Preparatory School if your child has a communicable disease so that other families and the North Shore Health Region - Community Health Services can be notified.

If your child becomes ill while at the school, we will attempt to contact you. If you are unavailable, we will try to reach your emergency contact(s). We will provide a quiet resting area and close staff supervision until you, or one of your emergency contacts, can pick up your child. If the situation becomes urgent, we will follow the emergency procedures outlined below.

EMERGENCY SITUATIONS

If your child is seriously injured or becomes ill while at school, you will be notified by telephone immediately, and staff will quickly assess the situation to decide what action/attention is required. If necessary your alternative contact person will be called. In an emergency we will call a taxi or ambulance and a staff member will accompany your child to the hospital.

Outlined below are the procedures that may be followed. Please keep all Medical Records current and notify the school of any changes in employment, address or telephone contact number.

A) If First Aid treatment is required, staff qualified in First Aid will:

- provide first aid treatment;
- acknowledge the child's feelings;
- provide close supervision to ensure that the child does not require further first aid or medical attention;
- complete an Incident Report and process;
- inform the family when they come to pick up the child.

B) If medical attention is required, a staff person qualified in First Aid will attend to the needs of the child while another staff person will:

- contact the family/guardian, then the emergency contact(s) if the family/guardian is not available;
- contact the child's doctor if the family/contacts cannot be reached;
- if the child's doctor is not available; proceed as if it is an emergency medical situation;
- access transportation to take the family and the children to the medical facility;
- access the child's file for medical information and permission;
- accompany the child or the family to the medical facility with medical information;
- provide information to doctor and family/emergency contact;
- support the child and the family/contact person;
- complete an Incident Report and process.

C) If emergency medical attention is required, qualified staff will administer First Aid until emergency response personnel arrive (fire/ambulance). Our staff will:

- call and request an ambulance;
- contact family and/or emergency contact(s) as above to meet staff at the emergency facility and provide access to transportation for the family/contact, if required (i.e. taxi cab);
- access medical information as above;
- accompany the child to the emergency facility;
- provide information to the doctor and family;
- support the child and family;
- complete an Incident Report and process.

FIRE DRILL/EVACUATION

Safety is an ongoing part of all programs delivered at Brockton Preparatory School. Fire drill/evacuation procedures (approved by the Fire Marshall) are practised as posted in the school.

SCHOOL CLOSURE

In the case of fire, extended power or heat failure, extreme weather conditions or an evacuation due to the safety of the facility, the school may have to close. The staff will care for the children until families/emergency contact(s) have picked them up. Evacuation Procedures as posted in the school will be followed.

CHILD ABUSE AND NEGLECT

The *Child, Family and Community Service Act* states that all children in the Province of B.C. "are entitled to be protected from abuse, neglect and harm or threat of harm". The *Act* also states that any "person who has reason to believe that a child needs protection must promptly report the matter" to the Ministry for Children and Families. If a member of our staff suspects that a child is being abused/neglected outside of the school, it must be reported:

Ministry of Children & Family Development
Toll free after hours 1-800-663-9122
Vancouver 604-660-4927

Helpline for Children: 604-310-1234

CUSTODY AND ACCESS

If parents live separately, Brockton Preparatory School expects that the information provided by the enrolling parent is accurate. If a family has a custody agreement or court order, a copy must be provided and placed in the child's file. Without a custody agreement or court order on file at the school, staff cannot deny access to the non-enrolling parent. If one of the parents is not authorized, the policy on unauthorized persons will be followed.