



# Cochrane Valley Montessori School

## **Health and Safety Protocols**

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## **Health Protocols**

The school takes every precaution to maintain a healthy and safe environment for its families and staff. Staff will guide and model healthy practices, in care of one's self and the environment. As is a value of a Montessori environment, we deem it necessary to maintain the care of our classroom and that it is the responsibility of us all, students, and guides to practise care of our environment to the utmost best of our ability. The shelving, materials and floors have all been coated with a sturdy varathane to optimize cleaning with eco-friendly sanitizing on a weekly basis. The washer and dryer located within the classroom allows for all cloth materials to be washed and dried as necessary i.e.: work mats, pillows, blankets, clothing etc. Our classroom participates in lunchroom composting to eliminate food garbage staying within the classroom on a daily basis. We are always looking at ways in which we can improve the health and safety practises of the classroom to maintain our goal of a safe and healthy environment for our children.

Please keep the school informed of any changes in your child's health.

### **CVMS Hand Washing**

It is the responsibility of all CVMS staff to protect the health of our community and environment by practicing appropriate hand washing techniques. All children will be taught how to appropriately hand wash throughout the day and will be taught appropriate sneezing techniques to help maintain appropriate health within the classroom.

#### **How to thoroughly wash hands**

- Use soap and warm, running water.
- Rub your hands vigorously for twenty (20) seconds.
- Wash all surfaces, including but not limited to: back of hands, wrist, between fingers, tips of fingers, under fingernails using nail brush, rinse your hands thoroughly.
- Dry hands with our washable single use paper towelling.

#### **When to wash your hands**

- After using the toilet.
- Coughing/sneezing or using a tissue.
- Touching lacerations/cuts, sores or infected areas on the skin.
- Cleaning soiled clothes or areas after a child has had a bathroom accident, has vomited or when managing any other bodily function.
- Touching dirty kitchen equipment, utensils, dishes or work surfaces.
- When hands are visibly dirty.

### **First Aid**

All members of the Cochrane Valley Montessori School (CVMS) staff have and maintain first aid certification in Standard First Aid and Level B CPR. The reporting authority certificates are posted on the wall of the classroom clearly visible. The classroom is equipped with a first aid kit in the black backpack hanging at the back of the classroom designated with a green cross as the new indicator of a first aid kit. The kit was inventoried by the public health authority upon school inspection and is inventoried by school personnel once a year and supplies are replenished.

In the event of a school evacuation, the first aid kit can quickly be taken by the classroom assistant as we leave the classroom. An emergency contact folder is taken by the teacher in authority.

### **Injuries**

Should your child become injured while at school, the staff will proceed to attend to the child's comfort and medical need. In the event of a minor injury, the supervising staff member will attend to the child. An incident report is completed by the attending staff. In cooperation with the supervising staff members, the child will be attended at all times while parents are notified as necessary.

In the event of a serious injury or other medical emergency, the immediate comfort and medical needs of the child will be attended to first. The staff will contact the appropriate health services (hospital/ambulance) and take direction from 911 operators. Should transportation to emergency be required, ambulance services will be contacted. Parents will be promptly notified and given pertinent information.

Please note that parents will be billed directly for any costs arising from dispatching an ambulance. CVMS is not responsible for any costs associated to the transportation or medical needs of the child.

### **Student Illness**

In the event that your child falls ill, please respect the welfare of our school community and keep your child at home until he/she is well.

If a child exhibits signs of illness while at school, it is in the best interest of the child and the others in the classroom for the child to be at home. Parents will be notified to come and pick-up their children.

### **Occupational health and Safety Policy Statement**

The safety of all members of the CVMS classroom as well as visitors to the classroom is a concern of CVMS. It is, therefore, the policy of the classroom to:

- protect the safety of all staff, students and visitors against unsafe conditions and occupational hazards;
- formulate and carry out continuing effective safety programs appropriate to school activities, including those in off-campus and field trip/going out settings;
- give priority to a safe work environment in the planning, direction and implementation of school activities; and
- comply with all appropriate regulations and standards of regulatory authorities representing occupational health and safety.

### **Applicability**

This CVMS safety policy and procedures and the regulations of the authorities apply to all members of the school community including visitors to the school.

### **Responsibilities**

Directors/teachers in authority are responsible for:

- providing the support and leadership necessary for the overall implementation and execution of the CVMS safety policy within the classroom and external to the classroom where members of the classroom are located;
- making sure adequate provisions for safe working practices and conditions in operational policies and procedures and in programs, projects and off-campus instructional activities; and

- monitoring and evaluating safety performance within their areas of responsibility and recommending measures to bring about improvement.

All directors/teachers in authority are responsible for:

- planning and executing all activities in a manner that promotes compliance with the classroom safety policy;
- ensuring that students and parents in their areas of assignment, whether on or off campus, have been given training and instruction in the safe performance of their work and that it is performed without undue risk;
- ensuring that classroom areas are inspected at regularly to prevent the development of unsafe conditions;
- taking the action necessary to correct problems or procedures;
- ensuring that all accidents and near accidents are reported and investigated, and action is taken to prevent a recurrence;
- ensuring that medical treatment is received for all injuries;
- practicing safe work habits;
- observing all safety rules and procedures established by the regulatory authorities, the classroom or an individual with supervisory authority;
- promptly reporting hazardous or unsafe equipment, conditions, procedures or behaviour to a supervisor; making suggestions for their correction or taking corrective measures where authorized; and
- immediately reporting to a supervisor all work related accidents or injuries and obtaining medical treatment without delay.

### **Smoking**

Smoking is not permitted within the classroom. Smoking is not permitted during any off-site CVMS event outdoors.

### **Safe and Caring Learning Environment**

CVMS promotes a safe, caring, orderly, positive, productive, respectful environment free from fear of physical and emotional harm.

Six characteristics of a safe and caring school:

- a respectful and caring school environment and culture;
- safe and secure learning and teaching environment;
- a focus on teaching and learning;
- positive relationships among students and staff;
- social and behavioural expectations; and
- community involvement.

### **Child Abuse and Neglect**

The safety and care of children is our number one priority. Under the provision of the Child, Youth and Family Enhancement Act, any person who suspects a child may be abused or neglected by another individual has a legal obligation to report the matter immediately to the appropriate authority.

The name of the person reporting the information will not be given out to any individuals anywhere within the school or outside of the school.

“Abuse” means sexual, physical, psychological or emotional abuse, molestation or harassment, including corporal punishment.

The safety and care of children is our number one priority. Children have the right to be protected from abuse and neglect.

Upon consideration, we ask ourselves: “Are there reasonable reasons, visible or suspected, to believe a child is at risk?” Wherever there is doubt, staff are obligated to discuss the concerns with the Director/principal and then a meeting to further discuss concerns with a Children’s Services caseworker. Even if there are no concrete signs or physical evidence of abuse or neglect, a caseworker can help determine whether a report is necessary. All allegations of abuse will be thoroughly investigated, according to the requirements of the Child, Youth and Family Enhancement Act.

Further detailed information on how to identify specific types of abuse and our role as educators can be found in our Safety Policies Binder. Please familiarize yourself with the following documents.

- Protocols for Handling Child Abuse and Neglect in Child Care Services
- Child Abuse/ Domestic Violence Protocol (1999)
- The Child, Youth and Family Enhancement Act

For the professional safety of staff and students, staff members should strive to limit time alone with students and keep doors open if they are alone. It is acceptable to hug children, providing the child initiates the contact.

CVMS staff are required to review, abide by, and sign the Lloyd Sadd Child Abuse Policy document yearly.

## **Workplace Violence**

CVMS prohibits workplace violence.

Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve.

Individuals who violate this policy may be removed from school property and are subject to disciplinary and/or personnel action up to and including termination, consistent with CVMS policies, and/or referral to law enforcement authorities for criminal prosecution.

The school, at the request of an employee or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on school property. This policy particularly applies in cases where the employee or student suspects that an act of violence will result from an encounter with said individual(s).

## **Scope**

All staff, students, parents and others who are at CVMS are covered by this policy.

## **Definitions**

Most people think of violence as a physical assault. However, workplace violence is a much broader term. It is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Workplace violence includes:

- Intimidating or Threatening behaviours - such as shaking fists, destroying property or throwing objects.
- Verbal or written expressions - any words of intent to inflict harm.
- Harassment - any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person on a continual basis. This includes words, gestures, intimidation, bullying, or other inappropriate activities on more than one occasion.
- Verbal abuse - swearing, insults or condescending language.
- Physical attacks - hitting, shoving, pushing or kicking.
- Actions of a sexual nature

## **Emergency Procedures**

Keeping students and staff safe is a priority at CVMS.

Personal student information is confidential.

Protective gloves should be worn by staff when treating an injury involving blood or other body fluids. These gloves are located within the black backpack with the first aid kit hanging at the doorway of the classroom with the green cross on it.

## **Minor Injuries**

Generally, minor injuries will be treated by the person supervising the student at the time of the accident. First-aid kits are supplied in each classroom for this purpose.

## **Serious and Life Threatening Injuries**

A serious injury includes a head, external limbs, 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.

Following are the procedures staff will follow when dealing with serious injuries.

- If the injured student stops breathing, on-site staff trained in administering CPR are to be called, check for vital signs and danger around the victim where upon immediately administering CPR if necessary, remaining with the victim until medical assistance arrives.
- In case of doubt about the seriousness of an injury, or whether to move the injured student, the patient should be made as comfortable as possible until the parents, or medical assistance arrives.
- The staff member should stay with the injured student while a runner is dispatched immediately to report to the principal or designate and to call the parents and an ambulance.
- The removal of the injured student from the school should only be done under the direction of the medical authorities.
- When calling an ambulance, the name and address of the school, the location of the injured student as well as directions if requested by emergency personnel
- The parents/guardians must be notified as soon as possible to take responsibility for getting the student treatment.
- An Injury/Accident Report form located in the Injury Reports binder must be filled out as soon as possible and placed in said binder in the classroom.

## **Informing Parents/Guardians**

Except in cases of superficial injury, the parents/guardians will always be informed of the injury to obtain further treatment if they consider it necessary.

## **Reports**

All injury incidents must be reported on the Injury/Accident Report Form supplied for this purpose.

## **Food Allergies and Intolerances**

Parents, are required upon registration to provide in writing of any special diets and life threatening allergies. It is parents' responsibility to provide any changes to their children's health as time progresses. Student Details and Medical Authorization and Anaphylaxis Emergency Plan forms are provided within the classroom stating the nature of the allergy, required precautions, and the potential reactions. The procedure to follow should there be a reaction while the child is in the school's care follows:

1. Give epinephrine auto-injector (EpiPen)
2. Call 9-1-1
3. Take ambulance (staff with child) to hospital
4. Call parents or emergency contact person

The Director in Charge will meet and determine, based on the provided information, the appropriate steps the school will take to ensure the safety of the child.

- The classroom is to maintain a complete list of health concerns, including allergies, intolerances and dietary restrictions. This list is posted for staff in the class in the Emergency Evacuation folder.
- Guides will file a list of their classroom health concerns with their sub plan.
- Children are not permitted to share their food with other students.
- Anaphylaxis Emergency Plans will be posted on the back of the door of the classroom

#### **Food coming from homes re: Allergies, Intolerances and Dietary Restrictions in the classroom**

To accommodate the varying dietary needs of each child, all children will provide their own daily snack and lunch from home. Due to a number of serious nut/peanut allergies, children are asked to refrain from bringing nuts or nut based products for snack.

During special occasions/birthdays, children may bring a snack for the classroom to share. If the snack is prepared at home, kindly provide a detailed list of ingredients. In group situations, we will do our best to accommodate food allergies or dietary restrictions. However, in the event that this is not possible, we will ask that the child bring a snack from home labelled with the child's name.

#### **Medication at School**

From time to time, students may be required to take medications while at school. All requests to administer medications must be accompanied by a duly completed Medication Intervention form. The following guidelines will be used:

- A parent/guardian must give written consent through a completed Medication Intervention form. Each medication will require a separate consent form.
- Medication must be delivered to the child's Guide by the parent/guardian only.
- Medication must be in its original, labelled container. Prescription medications must include the child's name, physician's name, name of medication, dosage, and expiry date.
- Medication is to be stored in the cupboard labelled First Aid or refrigerator. Medications required as a life saving measure such as epipens or asthma inhalers, will be stored in a pocket behind the door, possibly kept with the student, as required and appropriate to the circumstance.
- Staff administering medication, will record the date, time, and dosage each time the medication is administered. Any adverse or suspected reactions to the medication are to be recorded, monitored, and reported to the parent/guardian.



- Students are not permitted to self-administer any medications without prior arrangements between staff and the parent/guardian. Such an exception may be made for medications such as an asthma inhaler, used in the event of a life threatening situation.

### **Participation in Activities**

Students are expected to participate in class physical activities, including Physical Education and Daily Physical Activity, and go outside during lunch break.

- Students may be excused from participation in physical activities or outdoor time with a written note from the parent/guardian excusing the student from participation. The note should indicate the nature of the problem, limitations required, and when the child is expected to resume normal activities.
- Students may be excused from participation in physical activities or outdoor time at the discretion of a guide, should the child appear unwell, or have experienced an accident while at school that day.

### **Infectious and Communicable Diseases**

Preventing and controlling infectious and communicable disease in a school facility is essential to providing a safe, comfortable and healthy environment for all children and staff. The staff at CVMS take all necessary precautions in the prevention, early detection and management of infectious and communicable diseases. If a staff member, supported by their Director, suspects that a child has an infectious or communicable disease, it will be necessary for the parents to remove the child from the school immediately. The child will be able to return to school once the parents have confirmed with a note from a Physician that the child is no longer contagious.

It is the parent's responsibility to notify the school immediately if there is suspicion that their child may have contracted an infectious or communicable disease. The child must remain at home until the school has received written confirmation that the child is no longer contagious.

The aim of the school is to protect all staff and students in the CVMS community as is reasonable from the effects of infectious and communicable diseases, to practice the necessary measures to thwart to communication of disease and to protect the emotional development of a child with an infectious or communicable disease.

Due to provincial authority, we will contact Alberta Health Services giving notification. Please contact the school for a complete list of infectious and communicable diseases.

## **Evacuations, Lockdown, & Shelter in Place**

### **Fire Drill Practice**

Upon hearing the smoke alarm, the children will proceed to the front door where the Ms. Shauna or her designate will be waiting. If there is no reason to turn and face the back of the classroom to use the alternate exit, the children will exit the building. Our muster point is the treed nature area on the Holy Spirit playground.

\*\*The classroom students, together with teacher in charge and classroom assistant will proceed from the classroom, out the front door and to the right down the sidewalk and across the street to the trees in the Holy Spirit playground.

\*\*Ms. Dionne or her designate will - at the same time upon hearing the smoke alarm-proceed down the hall to the Kitchen, pick up any children in kitchen and activity room closing all doors behind her, then proceed to the primary exit to exit the classroom.

\*\*Ms. Elysha will sweep both primary toilet stalls and sink area for children then proceed to the primary exit to exit the classroom.

\*\*Ms. Shauna will enter the Elementary area, proceed to the elementary toilet stalls and sink area, closing doors behind her, then proceed out of the building at the Elementary exit. They will meet all other children at the trees on the Holy Spirit playground.

At this time a decision is made to return to the classroom when appropriate to do so(or at the advise of the fire department)or proceed with campus evacuation policy. This will be practiced at least six (6) times per school year preferably once per month.

### **Campus Evacuation**

If necessary, students would evacuate the CVMS building and go to Muster Point(treed nature area on Holy Spirit playground where children's parents will be called via cell phone to come and retrieve their children coming around off 1<sup>st</sup> Street to Ross Avenue to pick up children.**(Remember this is a one way street, so turning left onto Pope Street and coming back to Ross avenue is the only way to get to this point). Parents are not to enter the parking lot due to fire department vehicles.**

### **Emergency Evacuation Procedure**

The classroom has a black backpack including basic first aid items and the folder by the door contains documents with names, medical conditions, and contact information for each child. This will be hung by the designated exit door. This is to allow staff to take attendance once outside the school building and contact parents if required. The children will practice, as required, how to exit the building safely during an emergency (leaving all belongings behind, walk quickly and quietly to the designated exit and meet in the muster point). Alternate routes to exit the building will also be practiced. A designated staff member will be responsible for taking the backpack and leading the children to safety. The remaining staff members will be responsible for sweeping the room for any children, closing windows, turning off lights and closing door before following the children outside. They will also check washrooms for any children, leaving by the front entrance and meeting with those children at the muster point.

If we are not allowed back into the building at the request of authorities, and it is too cold to stay outside waiting for parents we will then proceed into Holy Spirit School to a space at their discretion to stay warm while parents come get children. Parents will pick up children from Holy Spirits staff parking lot entrance.

### **List of Items in Evacuation Bag**

- Portable First Aid Kit
- pkgs of Kleenex
- Emergency and Staff numbers

- Portable student records including class attendance, and for each child their current address, date of birth, name and number of child's physician, current immunization and allergy records, name of parents and emergency contacts along with their work and home addresses and phone numbers.

**Note** - The supplies and information in both the classroom First Aid kit and the Evacuation Pack must be monitored and items replenished once a month.

One school based staff will be equipped with a cell phone for emergency purposes.

### **List of Procedures**

- The leading staff member takes the Evacuation Bag along outside.
- The remaining staff members check classroom for any remaining children, closes windows, turns off lights, closes door, and exits the building to the designated area.
- A staff member will then proceed to take attendance of students and staff at the muster point.
- Parents will be contacted by phone to pick up their children, if necessary.
- If children are permitted to re-enter the building, the children will follow a staff member in a calm, orderly line back to their classroom. The remaining staff will follow, ensuring all children are accounted for.
- The above exiting procedures apply to children and staff anywhere in the school building.

### **Shelter in Place**

Students and Guides will shelter in place in the event of a natural disaster(flooding from river), nearby chemical spill, or other events that requires us to seek shelter indoors.

While sheltering in place, door and windows will be kept securely closed, and locked. The staff will remain at the school as long as students need to be there. Many decisions will be made by the principal as information becomes available.

### **Lockdown**

Students and Guides will lockdown in the event of an intruder alert or other serious events that requires us to seek shelter indoors, in locked classrooms.

While in a lockdown, the Guides and children will remain in the room locking the door to the classroom and closing any internal blinds. Students will be quietly seated out of sight lines on the floor.

Any classes outside should follow the Campus Evacuation process.

This will be practiced twice (2) per school year.

In the event that a lockdown is declared, we strongly discourage parents from coming to the school until instructed to do so.

### **Lockdown Checklist**

- Lock all classroom doors.
- Lock all exterior doors (except if intruder is in school building).

- Keep the classroom line open so that emergency officials can communicate with the school.
- Take attendance in each room. Make a note of those that are absent and notify the principal immediately.
- Keep everyone facing away from glass and doors where possible.
- Do not allow anyone to exit or enter the room unless directed by emergency officials.
- . Everyone should remain quiet.
- Everyone should lie on the floor or hide under furniture if gunshots are heard.

### **Communication during an Emergency**

When the emergency is over:

- A message will be passed verbally that the premises are secure and the emergency or drill is over.
- Available staff will meet for a quick debriefing and relevant information shared thoughtfully with the students.
- A message will be prepared to send home with students, advising parents of the emergency.
- A report will be filed by the Principal in the school records and with Alberta Education and Human Services
- Ongoing support for students and families will be practiced and offered.
- Staff will review procedures and incidence at scheduled staff meetings.

In the case of any emergency the school will communicate with parents via text and telephone.

### **Inclement Weather**

During inclement weather decisions will be made to keep children inside when the temperature reaches -20°C.

When children go outside at any time, they are expected to be dressed for the weather. Children go outside at our school most days.

School cancellation due to inclement weather will be considered when windchill temperatures pass -38C and communicated to parents via email prior to 0800.

### **COVID Policies**

For specific COVID guidance, refer to the CVMS School ReOpening Plan.