



# Health and Safety Policy Manual

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## HEALTH AND SAFETY COMMITTEE

Amended: March 2023

The Artemis Place Committee shall oversee the Health and Safety practices of the Society and meet a minimum of three times per year and take minutes of each meeting. The committee shall be made up of one staff from each program area and an administrative staff person. The committee shall ensure the following requirements are met on an annual basis:

- This policy manual is to be reviewed by the H&S Committee annually
- New staff provided a Health and Safety Orientation
- WorkSafe BC requirements are met
- First Aid and Earthquake kits are stocked
- Emergency Drill Schedule is met
- Safety Inspections

## WorkSafe BC

Artemis Place Society strives to create and maintain a safe and healthy workplace for all its employees, to minimize and/or prevent workplace injuries and illnesses. All employees should make a conscious effort to prevent workplace accidents and maintain the workplace and any equipment in safe working condition.

Artemis is registered with WorkSafe BC and complies with the requirements for creating a healthy and safe workplace in accordance with the relevant Occupational Health and Safety Regulations, and Workers Compensation Acts of British Columbia.

## BULLYING AND HARASSMENT PREVENTION POLICY

Amended: March 2023

In accordance with the Society's commitment to nurturing a positive work environment, all employees of Artemis will be treated fairly and with respect and have the right to perform their duties in an environment free of bullying and harassment. Artemis Place Society is committed to maintaining a safe and harassment-free environment for all team members and program participants, and will not tolerate any form of workplace violence, such as bullying and/or harassment, committed by or against its team members or participants. Bullying or harassment by fellow employees or managers, Board members, volunteers, students/participants, or anyone whom an employee may encounter in the course of their work is not acceptable. The Artemis Code of Conduct reflects the standards of behaviour and principles

that employees must adhere to. Reported situations and conflicts created by apparent lack of awareness or prejudice will not be tolerated.

Bullying and Harassment includes any inappropriate conduct or comments by a person towards an employee that the person knew or ought to have known would cause humiliation or intimidation. Harassment and Bullying are similar; however, harassment is when the behaviour is discriminatory, based on protected grounds for Human Rights. Bullying and Harassment excludes any reasonable action taken by a manager relating to the management and direction of employees or the place of employment.

**Some of examples of unacceptable conduct include, but is not limited to:**

- Verbal aggression or insults
- Calling someone derogatory names
- Harmful hazing or initiation practices
- Vandalizing personal belongings
- Spreading of malicious rumours
- Racial, ethnic, religious, sexual or gendered insults, jokes or slurs
- Verbal or physical sexual advances
- Sexually explicit statements
- Any form of retaliation against an employee or client who has reported discrimination or harassment
- Cyber-bullying through electronic communications i.e. e-mail, text messaging, social networking and websites. Sending derogatory or threatening messages or sharing personal and confidential messages or images are examples of bullying and harassment which will be stopped.

Artemis Place Society will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

Employees must:

- **not** engage in the bullying and harassment of others within the Artemis community
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures
- first attempt to resolve the issue with the person they are experiencing the issue with. If that is unsuccessful, or the team member does not feel comfortable approaching the person directly, then they should report any incidents using the Complaint Reporting Procedure described below

Artemis Place Society considers false allegations of bullying and harassment to be serious workplace misconduct subject to disciplinary action, up to and including termination.

**Bullying and Harassment Complaint Reporting Procedure**

This procedure is a guide on how to report incidents or complaints of workplace bullying and harassment.

**1. How to report**

Employees should report incidents or complaints of workplace bullying and harassment by submitting the Workplace Bullying and Harassment Complaint Reporting Form to the Co-Directors. Please print and use a pen.

**2. When to report**

Incidents or complaints should be reported as soon as possible after experiencing or witnessing them in order that Artemis can investigate promptly.

**3. Reporting contact**

Report any incidents or complaints to your immediate manager (or directly to the Co-Directors) unless that person is the one engaging in the bullying or harassing behaviour. In that case contact another manager or the Board Liaison.

**4. What to include in your report**

Provide as much information as possible in the report, including:

- the names of people involved and/or witnesses
- where the events occurred
- when the events occurred
- what behaviours and/or words led to the complaint.

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings can also be submitted.

**Bullying and Harassment Investigation Procedure**

To ensure that the Society's bullying and harassment process is credible and inclusive, Artemis has developed this procedure for dealing with incidents and complaints of workplace bullying and harassment.

**1. How and when an investigation will be conducted**

Most investigations at Artemis will be conducted internally. In complex or sensitive situations, an external investigator may be hired.

Investigations will:

- be undertaken promptly and diligently, and given the circumstances, be as thorough as possible.
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations.
- be sensitive to the interests of all parties involved and maintain confidentiality.
- be focused on finding facts and evidence, including interviews with the complainant, respondent, and any witnesses.

- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

## **2. What will be included**

Investigations will include interviews with the complainant, the respondent, and any witnesses. If the complainant and the respondent agree on what happened, then Artemis Place Society will not have to investigate any further and will determine what corrective action to take.

The investigation will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence such as vandalized objects.

## **3. Roles and responsibilities**

The Co-Directors are responsible for ensuring workplace investigation procedures are followed. Employees are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed. The Co-Directors will draw upon the support of a third party when appropriate.

The Co-Directors or third-party investigator will conduct investigations and provide a written report with conclusions and recommendations to the Board of Directors.

If an external investigator is hired, they will conduct an investigation and provide a written report with conclusions to the Co-Directors who will determine the appropriate next step.

If the Co-Directors are the respondent or the complainant, an external investigator will be engaged by the management team with Board support.

## **4. Follow-up**

The complainant and respondent will be advised of the investigation findings by the Co-Directors.

Further to the investigation, workplace procedures will be reviewed and revised (as necessary), to prevent any future bullying and harassment incidents. Appropriate corrective action will be taken within a reasonable amount of time.

Where applicable, employees will be encouraged to seek outside professional advice and/or be referred to community resources that may assist them to deal with this situation.

## **5. Record-keeping requirements**

Artemis Place Society expects that employees will keep written accounts of incidents submitted with any complaints. Artemis Place Society will keep a written record of investigations, including the findings.

## INJURY ON THE JOB

Amended: March 2023

Whether an employee is working in the Artemis Place Society office, working from home, or while on business with Artemis students, any occupational injuries, illnesses and accidents that results in a workplace injury (no matter how minor), or that could cause a disabling injury or property/equipment loss, must be reported immediately to a manager. At a minimum and in all cases, accident and/or injury reporting shall comply with the requirements of the BC Workers Compensation Act and Regulations.

If you are injured while working, the following steps are to be followed:

1. Employees are to report all workplace personal injuries and/or diseases within 24 hours to your manager.
2. Managers will complete the required provincial “*Employer’s Report of Injury or Occupational Disease*” paperwork and send to the appropriate regulatory body within 72 hours.
3. If an employee is unable to work as a result of their injury and wishes to claim Worker’s Compensation, managers will provide the injured employee with the required provincial “*Worker’s Application for Compensation and Report of Injury or Occupational Disease*” paperwork as required by provincial safety regulations, to be completed by the employee and doctor, if medical attention is sought, and sent to the provincial governing body as soon as possible:

**To start a claim:**

Call Teleclaim at 1 888 WORKERS (1 888 967-5377), Monday to Friday from 8 a.m. to 6 p.m. The claims representative will also give you a user ID and password, so you can go online later to check your claim details.

Or submit a WorkSafe BC Worker’s Injury Report (Form 6) online:

[http://www.worksafebc.com/claims/report\\_injury/default.asp](http://www.worksafebc.com/claims/report_injury/default.asp)

4. As relevant, managers will also complete an incident report “*Incident Investigation Report*” immediately and forward to the Executive Director and provincial governing body, as required.

**To report a serious incident or fatality, immediately call and report the incident:**

Monday - Friday, 8:30 a.m. - 4:30 p.m. 1 888 621-SAFE (7233)

After hours (Richmond) toll-free 1 866 WCB-HELP (922-4357)

**Types of incidents that must be reported immediately:**

Team members must immediately phone to report the following types of incidents to the emergency and accident line whether there is an injury or not:

- Any incident that kills, causes risk of death, or seriously injures a worker.
- Any blasting accident that results in injury, or unusual event involving explosives.
- A diving incident that causes death, injury, or decompression sickness requiring treatment.
- A major leak or release of a dangerous substance.
- A major structural failure or collapse of a structure, equipment, construction support system, or excavation.
- Any other serious mishap.

## CHILD ABUSE REPORTING

Amended: March 2023

This policy underscores the importance of a collaborative approach between Artemis Place, the Ministry of Children and Family Development, and the police to respond effectively to incidents of suspected child abuse and neglect and to ensure that children and youth are protected.

Artemis Place is committed to the prevention and intervention of child abuse and the enhancement of the well-being and safety of children and youth. This commitment is made first and foremost as an ethical and legal responsibility but is also recognized as a response to government and societal expectations for the well-being and safety of children and youth.

- a. The Co-Directors are designated as the “Appointed School Officials (ASO)” and there will be an alternate delegate named annually.
- b. Any staff member or volunteer who suspect or have information that a child or youth is being abused or at risk of being abused, must promptly contact the Ministry of Children and Family Development (MCFD) or the Aboriginal Child and Family Services Agency AND the ASO. If the ASO is the alleged abuser, then school personnel, after reporting to the previously mentioned agencies, will report to the delegated alternate and/or the Board Liaison. A child welfare worker can be reached at 250 952-4707 during government business hours. Outside of those hours, call the *Helpline for Children* at 310-1234 (no area code).
- c. The police must be contacted immediately if the child is in any immediate danger.
- d. Program staff will not contact the parents or guardians who may be involved in allegedly abusing the child; this is the responsibility of the child welfare worker.
- e. Program staff will cooperate fully with any resulting investigation, including assisting with the interviews of children and staff, as necessary.
- f. The program will protect personal information regarding the investigation, including the reporter’s identity, against improper or unauthorized disclosure or use. School personnel should not share information with outside agencies about child abuse investigations, particularly if the police are involved.



- g. The Co-Directors or delegate will ensure that the program environment is safe during any investigation.
- h. Staff will support students who are victims of child abuse or neglect.

Anyone who has reason to believe that a child or youth has been or is likely to be physically harmed, sexually abused or exploited, or neglected by a parent or guardian, or otherwise in need of protection as set out in Section 13 of the Child, Family and Community Services Act is legally responsible under Section 14 of the Act to report promptly to a child welfare worker. "Reason to believe" simply means that, based on what was seen or information received, a person believes a child has been or is likely to be at risk. The reporter need not be certain. It is the child welfare worker's job to determine whether abuse or neglect has occurred or is likely to occur.

Part 3, Section 13 of the [Child, Family and Community Services Act](#) 1996 (amended 2002) clarifies when protection is needed:

Section 13 (1) A child needs protection in the following circumstances:

- (a) if the child has been, or is likely to be, physically harmed by the child's parent;
- (b) if the child has been, or is likely to be, sexually abused or exploited by the child's parent;
- (c) if the child has been, or is likely to be, physically harmed, sexually abused or sexually exploited by another person and if the child's parent is unwilling or unable to protect the child;
- (d) if the child has been, or is likely to be, physically harmed because of neglect by the child's parent;
- (e) if the child is emotionally harmed by the parent's conduct;
- (f) if the child is deprived of necessary health care;
- (g) if the child's development is likely to be seriously impaired by a treatable condition and the child's parent refuses to provide or consent to treatment;
- (h) if the child's parent is unable or unwilling to care for the child and has not made adequate provision for the child's care;
- (i) if the child is or has been absent from home in circumstances that endanger the child's safety or well-being;
- (j) if the child's parent is dead and adequate provision has not been made for the child's care;
- (k) if the child has been abandoned and adequate provision has not been made for the child's care;
- (l) if the child is in the care of a director or another person by agreement and the child's parent is unwilling or unable to resume care when the agreement is no longer in force.

(1.1) For the purpose of subsection(1)(b) and (c) and section 14(1)(a) but without limiting the meaning of "sexually abused" or "sexually exploited", a child has been or is likely to be sexually abused or sexually exploited if the child has been, or is likely to be,

- (a) encouraged or helped to engage in prostitution, or
- (b) coerced or inveigled into engaging in prostitution.

(2) For the purpose of subsection (1)(e), a child is emotionally harmed if the child demonstrates severe

- (a) anxiety,
- (b) depression,
- (c) withdrawal, or
- (d) self-destructive or aggressive behaviour.

### **Staff Training and Review**

The ASO will ensure that annual training is provided to all staff, contractors and volunteers who are working with children and ensure they are aware of and understand how to carry out their legal duty when responding to concerns about child abuse and/or neglect. Training will include recognizing child abuse and/or neglect, what actions are required, prevention measures, reporting child abuse and/or neglect protocols, and everyone's legal responsibility if they suspect abuse and/or neglect of a child. The organization will train staff how to respond when concerns about child abuse and/or neglect arise. Artemis staff will annually review information on different types of child abuse, recognizing child abuse and/or neglect and types of disclosures that abused children may provide. Further information is available in [The BC Handbook for Action on Child Abuse and Neglect](#).

## **ALLEGATIONS OF ABUSE MADE AGAINST STAFF, VOLUNTEERS, CONTRACT SERVICE PROVIDERS OR OTHERS ON SITE**

Amended: March 2023

According to the MCFD handbook, "The BC Handbook for Action on Child Abuse and Neglect – For Service Providers", p 32, "If the abuse occurs in a setting such as a school, youth custody or childcare centre, the head of the organization is responsible for responding." It is the legal responsibility of staff to provide a safe learning environment for students. If a staff member believes that a child is being abused or at risk, there is a legal duty to report the concern to the local child welfare worker and the police if the child is in imminent danger. The Co-Directors or delegate shall inform the HR Committee of the Board of any allegations of abuse against staff, volunteers, contract service providers or others on site or providing out of program supervision or activities.

- The Co-Directors or delegate holds the primary responsibility for dealing with allegations of child abuse involving employees, volunteers, contract service providers, or others on the property or supervising an activity outside of the program.
  - **Staff Member**  
Where there are allegations of child abuse by a staff member, the Co-Directors or delegate are responsible to investigate the allegations and report the matter to a Child

Welfare Worker if there is reason to believe that the child is in need of protection, or the police if there is reason to believe the child is in imminent danger or that a criminal offense has been committed. The Co-Directors or delegate have the authority under the Independent School Act (ISA), Section 7 (2) (b) to suspend a staff member whose presence threatens the safety and welfare of students.

○ **Volunteer**

Where there are allegations of child abuse by a volunteer, the Co-Directors or delegate is responsible to investigate the allegations and report the matter to a Child Welfare Worker if there is reason to believe that the child needs protection, or the police if there is reason to believe the child is in imminent danger or that a criminal offense has been committed. The organization has the authority to issue a “No Trespass Order” prohibiting attendance by a volunteer whose presence threatens the safety and welfare of students.

○ **Contract Workers and Other Persons**

Where there are allegations of child abuse by a contract worker or other person, the Co-Directors or delegate are responsible to investigate the allegations and report the matter to a Child Welfare Worker if there is reason to believe that the child is in need of protection, or the police if there is reason to believe the child is in imminent danger or that a criminal offense has been committed. The organization has the authority to issue a “No Trespass Order” prohibiting attendance by a contract worker or other person whose presence threatens the safety and welfare of students.

Program staff who are uncertain about their duty to report are encouraged to consult with a Child Welfare Worker who can discuss the options and appropriate course of action.

- Staff who have reason to believe that another employee, volunteer, contract service provider or other person on property or supervising an activity outside of the program has abused a child or youth, must report the incident or information to the Co-Directors or delegate. It is the responsibility of the Co-Directors or delegate to investigate the allegations and, in collaboration with the staff member, determine what action is required.
- Parents of children alleged to have been abused in the program setting must be informed by the Co-Directors or delegate of the allegations and the outcome of the investigation, unless there are special circumstances, e.g., relating to a child protection or police investigation, or endangerment of the child.
- In addition to the authority provided in the Independent School Act, Artemis Place has the following policy dealing with professional misconduct of employees: Disciplinary Procedures in the Artemis Place HR Policy Manual.
- Where there are allegations of child abuse by a staff member, volunteer, contract service provider or other persons, the organization has the authority to issue a “No Trespass Order” prohibiting the volunteer’s attendance at the program. The order, provided orally or in writing,

to the volunteer, contracted service provider or other person, and copied to the police, must specify the date of issue, the reason for the order and the termination date of the order (Such orders may be re-issued on an annual basis if required). This authority is provided under the Trespass Act, s. 4 (1), (b)(c).

### **Reporting to the Police**

Not every incident that might constitute an offense if proven will warrant police involvement. Program officials are expected to exercise judgment. Where there is reason to believe that the alleged child abuse by employees, volunteers, contract service providers or other persons may constitute a criminal offence warranting police involvement, the program official should consult with the police regarding the matter.

### **Reporting to a Child Welfare Worker**

Although the primary responsibility for dealing with abuse allegations involving staff, volunteers or contract workers, rests with the Co-Directors or delegate, there may still be a need to report to a Child Welfare Worker. Where there is reason to believe that abuse or neglect has taken place outside the scope of the program investigation and the parent is unwilling or unable to protect the child, or there is reason to believe that the parent is unwilling or unable to protect the child with respect to the abuse that is the subject of the investigation, the Co-Directors or delegate must report this to a Child Welfare Worker in accordance with the Child, Family and Community Service Act (CFCSA).

### **Duty to Report Professional Misconduct**

An authorized person (Teacher Regulation Branch certificate holder or a person who holds a letter of permission), must promptly provide the commissioner a written and signed report if the authorized person has reason to believe that another authorized person has engaged in conduct that involves sexual abuse or sexual exploitation of a student (Teachers Act, s 38 (1)(b)). If the Co-Directors suspends, dismisses or disciplines an authorized person for misconduct that involves physical harm to a student or minor, or significant emotional harm to a student or minor, the Co-Directors must without delay send to the commissioner a report regarding the suspension, dismissal or disciplinary action (ISA s. 7.2). If an authority suspends, dismisses or disciplines an authorized person, the authority must without delay notify the Co-Directors who must without delay report the matter to the commissioner (ISA s. 7.3).

In the case the alleged abuse involves an employee who is a member of another regulatory body, appropriate follow up must be taken to inform the corresponding organization, examples include the BC College of Social Workers, BC Association of Clinical Counsellors, Early Childhood Educators of BC, etc.

## ACCIDENTS AND MEDICAL ALERT SITUATIONS

Amended: March 2023

Artemis Place staff will work to prepare for and minimize the risk of accidents and medical emergencies. When accidents or emergencies occur, staff will react in an appropriate manner to minimize the negative impact to the student/staff.

Accidents and medical emergencies:

Staff will first assess the situation to ensure staff and students are not in continued danger and take steps to avoid further injury.

If immediate medical assistance is required, contact 911.

When medical intervention is immediately required, a staff member will accompany a student and will stay with the student until the student is released to a parent or guardian. The parent or guardian will be contacted by a staff member to inform them of the incident and current location of the student.

When out of the building with students, staff will ensure they have access to the students' emergency contact information and health information.

Staff will submit an incident report that will be kept in the student's file.

### **Medical Alerts:**

Medical alerts and required treatment will be noted in students' files, and in our emergency contact sheet that will be taken on field trips and outings (note, this is a confidential document and must be treated as such). Required medication (such as an EpiPen or inhaler) to treat known threatening medical issues will be within immediate access.

When prescription treatment or medical intervention is required, an incident report will be completed.

## ANAPHYLACTIC AND CHILD SAFETY FRAMEWORK

Amended: March 2023

**Duty to Assist** • 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.

**Confidentiality** • Every employee exposed to individual student emergency response plans has a duty to maintain the confidentiality of all student personal health information.

Prevention • Boards of education 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.

#### Overview

In our school, we may have several students who are at risk for potentially life-threatening allergies. Some students are at risk for insect sting allergy, while most are allergic to some food. Food-allergic individuals can experience a life-threatening reaction from ingesting a very small amount of their allergen. Exposure through skin contact or inhalation can cause allergic reactions, but generally not anaphylaxis. Anaphylaxis (pronounced anna-fill-axis) is a severe allergic reaction that can be caused by foods, insect stings, medications, latex or other substances. While anaphylaxis can lead to death if untreated, anaphylactic reactions and fatalities can be avoided. Education and awareness are key to keeping students with potentially life-threatening allergies safe.

Our school anaphylaxis plan is designed to ensure that children at risk are identified, strategies are in place to minimize the potential for accidental exposure, and staff and key volunteers are trained to respond in an emergency situation.

#### Identification of Students at Risk of Anaphylaxis

At the time of registration, parents are asked about medical conditions, including whether children are at risk of anaphylaxis and asthma. All staff must be aware of these students.

It is the responsibility of the parent to:

- Inform the school Education Director of their child's allergy (and asthma).
- In a timely manner, complete medical forms and the Anaphylaxis Emergency Plan, which includes a photograph, a description of the child's allergy, emergency procedure, contact information, and consent to administer medication. The Anaphylaxis Emergency Plan should be posted in key areas such as in the child's classroom (posted on the wall or inside a cupboard door), the office (bulletin board), the teacher's daybook, and school cafeterias (inside the food preparation area). Parental permission is required to post student's plan.
- Advise the school if their student has outgrown an allergy or no longer requires an epinephrine auto-injector. (A letter from the student's allergist is required.)
- Have the child wear medical identification (e.g. MedicAlert® bracelet). The identification could alert others to the child's allergies and indicate that the child carries an epinephrine auto-injector. Information accessed through a special number on the identification jewelry can also assist the local emergency medical services (e.g. paramedics) to access important information quickly.

#### Availability and Location of Epinephrine Auto-injectors ("auto-injectors")

Students at risk of anaphylaxis who have demonstrated maturity should carry one auto-injector with them at all times and have a back-up available in the school. For students with stinging insect allergy, this would not have to be for the full year but during insect season (warmer months).

Posters which describe signs and symptoms of anaphylaxis and how to give an epinephrine auto-injector will be placed in relevant areas, e.g. classrooms, office, staff room, lunch room or cafeteria. Additional auto-injectors should be brought on field trips. It is recommended that the organizer of the field trip carry a cell phone and know the location of the closest medical facility.

### Emergency Protocol

An individual Anaphylaxis Emergency Plan can be signed by the student's physician, if required. A copy of the Plan will be placed in designated areas such as the classroom and office.

Adults must be encouraged to listen to the concerns of the student at risk, who usually knows when a reaction is occurring even before signs appear. It cannot be assumed that the student will be able to properly self-administer their auto-injector. (In some cases, children may be fearful of getting a needle, they may be in denial that they are having a reaction, or they may not be able to self-administer due to the severity of the reaction.)

To respond effectively during an emergency, a routine has been established and practiced, similar to a fire drill. During an emergency:

1. Give epinephrine auto-injector (e.g. EpiPen® or Allerject™) at the first sign of a known or suspected anaphylactic reaction.
2. Call 9-1-1 or local emergency medical services. Tell them someone is having a life-threatening allergic reaction.
3. Give a second dose of epinephrine in 5 to 15 minutes IF the reaction continues or worsens.
4. Go to the nearest hospital immediately (ideally by ambulance), even if symptoms are mild or have stopped. The reaction could worsen or come back, even after proper treatment. Stay in the hospital for appropriate period of observation as decided by the emergency department physician (generally about 4 hours).
5. Call emergency contact person (e.g. parent, guardian).

### Notes:

- A person should stay with the student at all times.
- It is important to note the time of administration of the first epinephrine auto-injector so that you know how long it has been since the child received the first dose of epinephrine.
- The use of epinephrine for a potentially life-threatening allergic reaction will not harm a normally healthy child, even if epinephrine was not required.
- If an anaphylactic emergency occurs, both the school anaphylaxis plan and the child's Anaphylaxis Emergency Plan should be reviewed and amended as necessary.

### Training

- Each year there will be training for staff which includes an overview of anaphylaxis, signs and symptoms and a demonstration on the use of epinephrine. Staff will have an opportunity to practice using an auto-injector trainer (device used for training purposes) and are encouraged to practice with the auto-injector trainer throughout the year, especially if they have a student at risk in their class.

- Ideally, a follow-up refresher training session should be given mid-year.
- Substitute teachers will be advised to review the Anaphylaxis Emergency Plan for children in their class. The administrator will speak with substitute teachers about the procedure for responding to emergency situations.
- Students will learn about anaphylaxis in a community meeting or presentation.

### Creating an Allergy-Safe School Environment

Individuals at risk of anaphylaxis must learn to avoid specific triggers. While the key responsibility lies with the students at risk and their families, the school community must also be aware. Special care is taken to avoid exposure to allergy-causing substances. Teachers are to inform parents which foods can be brought into their classrooms. The risk of accidental exposure to a food allergen can be significantly diminished by means of such measures.

Given that anaphylaxis can be triggered by minute amounts of an allergen when ingested, students with food allergy must be encouraged to follow certain guidelines:

- Eat only food that they have brought from home unless it is packaged, clearly labeled, and approved by their parents.
- Wash hands before and after eating.
- Not share food, utensils, or containers.
- Place food on a napkin or wax paper rather than in direct contact with a desk or table.

## SEIZURE PLANNING AND RESPONSE

Amended: March 2023

Artemis Place shall take responsibility for seizure response planning and education when an enrolled student is at risk of experiencing seizures.

Upon learning of a student who experiences seizures, the Co-Directors will contact the parent or guardian as soon as possible for more information and to collaboratively complete the Seizure Response Form. Once completed, this form shall be kept in the student file with a medical alert tag and should be updated annually, at a minimum, or as needed.

Staff and volunteers will be notified about the student's seizure condition and receive education about seizure response to minimize possible injury and to provide care and comfort during and after a seizure.

Following discussion with the student with a seizure condition and their parent/guardian, and with permission from them, other students may be informed of the student's condition, including education about how to respond.

If a seizure occurs at school or on a field trip, responding staff will complete a Seizure Activity Record Form and include a copy in the student file as well as to provide a copy to the parent/guardian



## FIRST AID TRAINING

Amended: March 2023

Artemis Place Society will ensure that a minimum of two full time employees retain up-to-date First Aid Certification at any given time during the year.

Fees incurred for certification will be covered by Artemis and will not be considered a professional development expense for the individual employee seeking certification.

## MEDICATION AND MEDICAL PROCEDURES

Amended: March 2023

Staff will not act as medical professionals.

Staff will avoid giving medical advice, giving or recommending medication (i.e., taking a youth to a pharmacy and suggesting a brand of cough medicine, or buying them Advil), or recommending or arranging non-essential medical procedures such as chiropractic appointments. If a student needs medical attention (for example, around pregnancy or sexual health), staff can help to set up the appointment and help the youth to get to the appointment. Unless the procedure is related to a confidential matter, the parent or guardian will be consulted regarding medical procedures.

Staff will not provide medication to students. This includes natural types of medication or supplements.

# Emergency Response

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Artemis Place will have the recommended number of six fire drills, two earthquake drills and two lockdown drills per year.

## FIRE PREVENTION

Amended: March 2023

- Staff share the responsibility of fire prevention; specifically reducing hazards and risk that may cause a fire and take active steps to reduce and minimize fire-related risks throughout the program.
- A map of emergency evacuation routes will be posted in each main area.

- In case of fire, 911 will be called immediately. Staff members will do a quick sweep of rooms and nearby common area as they exit to ensure no youth remain in the area. When that is determined, doors will be closed behind the staff, staff will leave doors locked.
- The school will have the recommended six fire drills through the year. Everybody must participate, including students, staff and visitors. The designated person will either use the intercom or call out that there is a fire and for everyone to exit the building. Students and visitors will exit from the nearest safe exit and go to the designated meeting area (the basketball blacktop outside the art room windows). Staff members will do a quick sweep of rooms and nearby common area as they exit to ensure no youth remain in the area. When that is determined, doors will be closed behind the staff (but not locked). The designated staff will take the attendance to this area and determine if all are accounted for.
- Only emergency personnel will re-enter the building unless it is determined to be safe for others to do so.

## EARTHQUAKE

Amended: March 2023

- A map of emergency evacuation routes will be posted in each main area.
- The school will have at least two earthquake drills in the year, one before Winter Break and one after.
- Everybody must participate, including students, staff and visitors. The exact scheduling of these will not be announced.
- The designated person will call “Earthquake. Everyone takes cover.”
- Students, visitors and staff will take cover beneath sturdy furniture.
- When shaking has stopped and staff members determine it is safe to do so, a staff member will announce, “Everyone leave the building.”
- Students and visitors will exit from the nearest safe exit and go to the designated meeting area
- The designated staff will take the attendance book to this area and determine if all school members are accounted for.
- Staff members will do a quick sweep of rooms and nearby common area as they exit to ensure no youth remain in the area. When that is determined, doors will be closed behind the staff (but not locked).
- Only emergency personnel will reenter the building unless it is determined to be safe for others to do so.

- The earthquake kit will be updated annually to ensure water and other supplies are available and not outdated.

## LOCKDOWN

Amended: March 2023

Artemis Place will have the recommended number of two lockdown drills each school year.

Staff and students should be given some warning of an impending drill. A short debriefing should be included after all drills, to identify areas of improvement.

### **When to Lockdown / Terminology to be used:**

“**Lockdown**” should **only** be used when there is a major incident or threat of school violence within the school, or in relation to the school.

“**Hold and Secure**” should be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g., a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until the situation near the school is resolved.

“**Shelter in Place**” should be used for an environmental or weather-related situation, where it is necessary to keep all occupants within the school, to protect them from an external situation. Examples may include chemical spills, blackouts, explosions or extreme weather conditions.

### **Floor Plans:**

Accurate floor plans will be posted in each room. These floor plans will be colour coded using two colours, red and green. Red indicates danger areas of the school which cannot be locked down safely, with green identifying areas where staff and students are to proceed to safely lock down. Hard copies of floor plans, and electronic copies, if possible, should be provided to police.

### **Off-site evacuation location:**

A nearby location will be identified at the beginning of each school year. Th location has been determined to be the Knox Church. This location has been contacted to ensure they are willing to be an emergency evacuation location. Students and staff will be informed that if they are evacuated from the building or are outside the building during a lockout, they are to go to that location until given permission to leave by police or school authority. If a staff member is present, they will take attendance and call police. If a staff member is not present, someone from the evacuation location should take on that role.

**Parents/guardians:**

A newsletter will be sent home at the beginning of the school year to inform parents of lockdown procedures. Parents need to be informed of where they should proceed in the event of an actual incident involving a lockdown (Knox Church). In all incidents of an actual lockdown, a communication to parents will be sent home with each student at the end of the school day or as soon as possible.

Parents should be encouraged to ensure contact information is kept up to date, so they can easily be reached by staff in the event of an emergency.

**Initiating Lockdown:**

At the first indication of a major incident of school violence, the Lockdown must be commenced immediately.

**Procedures during a Lockdown:**

When information is received of a situation requiring a lockdown whoever receives that information will immediately go from room to room clearly announcing the lockdown. There should be no hesitation in announcing the lockdown, and the decision to call the lockdown should be made immediately by whoever receives the information and should not be delayed for checking with Administration before announcing a lockdown. If possible to do so safely, students who are outside the building must also be made aware. This may be done by cellphone or airhorn if it is not safe to open the door.

It is recommended that, before locking a door, staff should gather everyone in the immediate vicinity into the secure area, but only if it is safe to do so. Once inside a secure area, staff and students should, stay away from doors and windows, turn off lights, close blinds, beware of sight lines, consider covering window, take cover if available (get behind something solid), remain quiet, staff to take attendance, no cell phone use unless necessary to communicate regarding the incident. Cell phones should be shut off or put on vibrate.

The goal is to make the room appear vacant.

**Effective Practices:**

Rooms that cannot be locked will be identified as a danger area in the event of a lockdown. Training will include an explanation to students that they are responsible to get out of the open areas immediately upon hearing a lockdown announced and get to the nearest locked room or other area which is identified as a safe area.

Staff and students should move from open rooms and halls into locking rooms but not if it means moving into immediate danger. In those instances, staff and students should remain in the open area and attempt to make the area appear vacant.

**Outside of School Building when a Lockdown is called:**

People who are outside the school when a lockdown is called, shall not re-enter the school, but shall proceed immediately to pre-determined off-site evacuation location. This location is Knox Church. Once at the location, staff and students shall remain in that location until further advised by administration or police.

**Procedures to End a Lockdown:**

The Co-Directors will go from room to room to announce the end of a Lockdown. If police are in the building, they will make this announcement. The police will have to show identification under the door before the door will be unlocked.

In all cases where police have responded, the decision to end a lockdown shall only be made after approval of the on-scene police.

**GAS LEAK**

Amended: March 2023

If a gas smell is noticed in the building, everyone in the building must evacuate, FORTIS BC is to be called and the gas turned off at the gas main, outside in the cage in the garden.

1. Do not use your cellphone or landline, don't smoke, light matches or operate electrical switches or create any other source of ignition.
2. As you exit, leave the door open behind you as well as any windows that may already be open.
3. Call FortisBC's 24-hour Emergency Line at 1-800-663-9911 or 911.

**SHARPS**

Amended: March 2023

Sharps Disposal Containers are kept in the office in a locked filing cabinet. If a needle is found on the property, it is to be disposed of appropriately in one of the Sharps Containers.

**SAFETY INSPECTION**

Amended: March 2023

The Health and Safety Committee shall ensure regular inspections are made of the Artemis Place buildings and grounds. A workplace will occur three times per year and grounds will be inspected daily.

Deficiencies shall be addressed and remediated in a timely fashion.

## DRINKING WATER TESTING:

Amended: March 2023

**RATIONALE:** In compliance with the following Acts, Artemis Place Society ("the Board") has developed a policy for testing drinking water in the school and childcare facility.

- [Drinking Water Protection Act](#)
- [Drinking Water Protection Regulation](#)
- [Public Health Act](#)
- [School Act](#)

**POLICY:** The Board will develop and maintain a water testing program for testing lead content in drinking water in our school facility, reporting of the results, and implementing mitigation strategies to eliminate or reduce any risks to students and staff.

The Board will consult with Island Health to develop a water quality lead testing program for drinking water in the school. The program will include:

1. Risk assessment
2. Water testing
3. Communication plan
4. Mitigation strategies

### PROCEDURES:

**Risk Assessment** If testing finds that lead levels exceed acceptable levels as outlined by Health Canada the Board must:

1. Inform the Independent Schools branch,
2. Work with the appropriate Health Authority, and
3. Undertake recommended mitigation strategies.

**Water Testing** The Board will complete testing for lead content, plus any other contaminants deemed appropriate by Island Health and the school, at the intervals required by law or policy.

The Board will work with Island Health to determine a testing program for Vancouver Island School of Innovation and inquiry. The testing procedure and amount of samples taken shall be determined in consultation with Island Health. Results will be shared with Island Health, the Ministry of Children and Family Development and the Ministry of Education and Child Care.

**Communication** In the event that testing finds drinking water concentrations of lead at or above the maximum acceptable level, the Board will:

1. Immediately inform the Ministry of Education Independent Schools Branch.
2. Work collaboratively with Island Health to communicate the results of lead content in drinking water to parents, students, and staff by describing the following:
  - a. rationale for testing lead in drinking water,
  - b. identify partnership with Island Health to work toward a solution,
  - c. state results of sampling,
  - d. identify mitigation strategies implemented or being considered by the school,

e. provides contact information for parents, students, and staff to request further information.

**Mitigation Strategies** If sample results reveal lead levels exceed concentration of acceptable levels as outlined by the “Guidelines for Canadian Drinking Water Quality” by Health Canada, the school will, in consultation with Island Health, undertake mitigation strategies which may include:

1. A flushing regime
2. Deactivation of water sources and supplemental signage
3. Installation of filtration systems
4. Plumbing upgrades
5. Other steps that result in reducing to acceptable levels the exposure of staff and students to lead

## SNOW REMOVAL & SALT APPLICATION

Amended: March 2023

In the case of snowfall and icy surfaces, salt should be applied to all sidewalks around the building. Snow shall be shoveled in a timely fashion and staff can request support from maintenance for this task. Staff are asked to spread salt if they are one of the first to arrive to decrease ongoing risk.

Regarding snow days, Artemis Place will follow the decision of School District 61 and if schools are closed by the School District, then Artemis Place will also close.

## SCHOOL KEYS AND BUILDING SECURITY

Amended: March 2023

The Admin Coordinator shall assume responsibility for maintaining a register of all keys.

Each staff person has a fob key to arm, lock, and unlock the building. All rooms in the building are to remain locked when not in use.

All visitors who enter the building beyond the main office or the daycare must sign in and out in the main office. No visitors are to walk down the hall unaccompanied to look for students or staff. Visitors shall be accompanied into the building or retrieved from the main office.

## WORKING ALONE

Amended: March 2023

“Working alone” includes all employees who may go for a period of time where they do not have direct contact with a co-worker and there is no one readily available to provide assistance in case of an emergency, injury, or illness.

Whenever possible, Artemis Place Society will attempt to minimize the incidence of employees working alone. However, Artemis recognizes that there will be circumstances where this is not possible. When employees are required to work alone or in isolation, Artemis is committed to providing and maintaining procedures which will promote a safe and healthy work environment.

Staff working alone are responsible for following Artemis' Safety Awareness guidelines:

- Staff working alone off-site must carry a cell phone with them at all times. Society cell phones are to be shared amongst staff in these situations.
- Situations where employees may be working alone will be examined and any hazards to the worker identified. Any identified hazards or risks will be eliminated or reduced to a safe level.
- When employees are working alone in the building, it is expected that they maintain a safe facility by locking all entrance doors.
- Staff sign in and sign out are to be updated throughout each day and this is the responsibility of each staff person.
- Staff should communicate their off-site plans via the sign out process, so it is known where the employee working alone will be and when.
- An emergency action plan will be developed to be followed if the employee does not check-in when they are supposed to.
- All incidences, occurrences, concerns of employees will be recorded and shared with the Co-Directors. Where possible, corrective measures will be taken to prevent reoccurrences.