

**CHIGNECTO-CENTRAL
REGIONAL SCHOOL BOARD**

POLICY #OS-G-06

ENVIRONMENT: OTHER

[BOARD MINUTE #06-97, Page 3]

The Chignecto-Central Regional School Board believes that the school environment should be clean, healthy and safe.

Also, the Board recognizes that the health of students and staff may be negatively affected by conditions and/or substances used within a school building or vehicles.

Accordingly, the Board acknowledges its responsibility to ensure that Board operated facilities and vehicles are as safe as possible such that potential negative health effects on individuals is minimized.

To this end, the Board expects the Superintendent of Schools (or designate) to prepare, implement and monitor guidelines and procedures to promote the following:

- Board owned and/or operated facilities and vehicles are as clean, healthy and safe as possible within current regulatory guidelines;
- conditions and/or substances used within Board owned or operated facilities do not knowingly impair, harm or injure the health of users and occupants;
- in schools, facilities or vehicles where an occupant or user has been identified as having an allergy or negative reaction to one or a variety of conditions and/or substances, those responsible for the school, facility or vehicle have a plan in place to minimize chances of exposure and/or respond appropriately to the negative effects on the individual(s) of such substances and conditions as:
 - perfumes/lotions and other scented chemicals *
 - peanut butter, nuts, seafood, etc.
 - allergic reactions
 - smoke
 - lighting
 - noise

- certain types of furniture
 - water
 - gases
 - animals
 - other products/conditions identified as likely to cause discomfort; and
- concerns/complaints regarding any aspect of school/work-site conditions are addressed promptly.
- * **NOTE:** Further to the above list, schools should make a determined effort to reduce the level of scented products in each building.

ENVIRONMENT: OTHER

POLICY #OS-G-06

ADMINISTRATIVE PROCEDURES

- Authorization** These Administrative Procedures have been authorized by the **Superintendent of Schools**.
- Scope** Policy #OS-G-06 and these Administrative Procedures apply to all **students, staff and other users** of school-system facilities and vehicles wherein an individual occupant or user has been identified as having an allergy or condition which causes a negative reaction to certain conditions and/or substances.
- Responsibility** It is the responsibility of the **Director of Operational Services** to ensure that Policy #OS-G-06 and these Administrative Procedures are implemented.
- Implementation** Each school **Principal**, assisted by school staff; the **Coordinator of Property Services**, assisted by Property Services staff; and the **Coordinator of Transportation**, assisted by Transportation staff shall implement Policy #OS-G-06 and these Administrative Procedures in all schools, work-sites and vehicles where an individual(s) has been identified as having an allergy or condition which causes a negative reaction to certain conditions or substances.
- Procedures**
1. Each school **Principal** and **Coordinator** shall make sure all staff under his/her supervision are aware of Policy #OS-G-06 and these Administrative Procedures.
 - 2.(a) **Parents** of children who have an allergy or condition which may be negatively affected by certain conditions or substances must assume the responsibility to identify their child to the school **Principal**; complete and submit to the **Principal** a copy of **Form #OS-G-05(A), Emergency Allergy Alert Form (Student)**.
 - 2.(b) Employees, volunteers and other adult users of school-system facilities or vehicles who have an allergy or condition which may be negatively affected by certain conditions or substances must identify themselves to their

immediate supervisor and submit to the supervisor a copy of **Form #OS-G-05(B), Emergency Allergy Alert Form (Adult)**.

- 3.(a) The **Principal** or work-site **Supervisor** shall inform all appropriate staff of the identity of each individual identified in 2.a) or b) above.
 - (b) The **Principal** or work-site **Supervisor** shall ensure that specific information (per Emergency Allergy Alert Form) is provided to all staff f(including substitutes).
 - (c) The **Principal** or work-site **Supervisor** shall ensure that all staff (including substitutes) are adequately prepared/trained to respond to the needs of individuals identified in 2.a) or b) above.
- 4.(a) The **Principal** and work-site **Supervisor** shall annually review (with all staff) information on school/work-site practices to protect and care for individuals identified in 2.a) or b) above.
 - (b) The **Principal** and/or work-site **Supervisor** shall consult with the parents of children or the individual (adult) identified in 2. a) or b) above to plan information sharing for other students and their parents or other staff, and to ensure that such plans are implemented in a manner which is appropriate in terms of the age and maturity of children or adults concerned.
 - (c) The **Principal** and/or work-site **Supervisor** shall designate a member of staff to orient all new staff members, substitutes, volunteers and students and their parents to the presence and needs of individuals identified in 2. a) or b) above.
5. The **Principal** and/or work-site **Supervisor** shall coordinate planning and efforts by staff, students, parents and other facility users to avoid or minimize exposure of identified individuals to conditions and/or substances that may negatively affect the identified individual(s).
- 6.(a) The **Principal** or work-site **Supervisor** shall ensure that a response plan is prepared appropriate to the needs of each individual identified in 2. a) or b) above.

- (b) The **Principal** or work-site **Supervisor** shall ensure that a copy of the plan(s) in 6. a) above is(are) posted in the office, staff room, the student's classroom(s), the cafeteria, the gymnasium, the library, and all other areas frequented by the identified individual(s) and to any person who may transport the individual(s) (e.g. bus drivers).
 - (c) The **Principal** or work-site **Supervisor** shall forward a copy of the Emergency Allergy Alert Form for each identified individual to the Family of Schools Supervisor and/or Coordinator of Property Services and/or the Coordinator of Transportation as appropriate.
7. The **Coordinator of Property Services** or the work-site **Supervisor** shall inform all employees or contracted tradespersons who may be assigned to work in the school/work-site of any precautions that must be taken before and/or during the time the work is undertaken.
- 8.(a) **Parents, students, staff** or **other users** of system-facilities shall communicate, in writing, complaints/concerns regarding school/work-site conditions (including use of substances) to the school Principal or work-site Supervisor. (**Note:** Employees are expected to use Form #OS-G-06 **Work Environment Communication Form** to register complaints/concerns).
- (b) the **Principal** or work-site **Supervisor** shall forward a copy of such complaints/concerns to the Family of Schools Supervisor and/or the Coordinator of Property Services and/or the Coordinator of Transportation as appropriate.
 - (c) The **Principal, Coordinator of Property Services** or **Coordinator of Transportation** shall respond promptly to all such complaints/concerns.

Associated Forms

Form #OS-G-05 Emergency Allergy Alert Form (Student or Adult)
 Form #OS-G-06 Work Environment Communication Form

Distribution

All Policy and Procedure Manual holders