

## Administrative Procedures

<p><b>AP-432</b></p> <p>ILLNESS IN CARE</p>	<p><b>Date of implementation:</b> Fall 2020  <b>Date of update:</b> March 19, 2025  <b>Date or review:</b> March 19, 2025</p>
	<p><b>Related Administrative Procedures:</b>  <a href="#">AP-410 Physical Safety</a>  <a href="#">AP-413 Administering Essential Medication and Procedures to Students</a>  <a href="#">AP-428 Temporary Exclusion of Students for Safety or Medical Reasons</a></p>

**Purpose:** To provide guidance to employees ensuring safe care for students who become ill while in our care.

Parents are expected to keep students home when they are sick. We recognize that students may become ill while in our care.

**Procedures:**

- 1) If a student presents with symptoms of being ill, check to see if they have underlying health conditions that may need medication/medical attention (i.e. anaphylaxis, life threatening condition, etc.). Follow instructions on medical forms (refer to AP-413 Administering Essential Medication and Procedures to Students).
- 2) If the illness appears to be life threatening, phone 9-1-1.
- 3) Managing Potential or Confirmed Communicable Diseases
  - a) Staff members and students are required to comply with the provisions of *The Public Health Act, 1994*, and the *Communicable Diseases Regulations*.
  - b) When a teacher or principal is made aware that a student, staff member or contractor may be infected with a communicable disease as defined in the *Communicable Diseases Regulations*, and/or is exhibiting new unexplained or worsening symptoms of illness while at school, the following steps should be taken to minimize the risk of exposure to others:
    - i) In all interactions with the individual, staff members will avoid contact with the individual's respiratory secretions and wash their hands adequately with soap and water or use hand sanitizer before and after attending to the student. Staff may need to utilize proper Personal Protective Equipment (PPE) in order to avoid contact, such as wearing a mask, when interacting with the student.
    - ii) Arrange for the isolation and/or return home of the student or staff member as prescribed in the *Communicable Diseases Regulations*.

If a parent or caregiver is unable to pick up the student immediately, the student will be accompanied to a designated wellness/isolation space until the parent or caregiver arrives. A student in isolation must be carefully and continuously visually monitored:

- In a respectful manner that protects the privacy of the student; and
  - In a manner that is as safe as possible for the staff members and other students and staff.
- iii) If the individual is a staff member, they should leave the school as soon as possible.
- iv) Public Health has a list of communicable diseases that require notification.
- v) If required to notify Public Health of the communicable disease, also inform your school Learning Superintendent via email by end of the school day.
- vi) Schools and the Division will follow Saskatchewan Health Authority's communication directives. Any additional communication from the school and/or Division will be in accordance with privacy legislation.
- c) Once the student or staff member leaves, staff must wash their hands and all areas the individual touched must be cleaned and disinfected. If needed, the school can arrange for the cleaning of the wellness/isolation space as soon as reasonably possible.
- 4) The Director and/or designate may develop protocols from time to time to address specific illnesses and diseases.

*References:*

[\*The Public Health Act, 1994\*](#)

[\*Disease Control Regulations\*](#)

[\*Communicable Disease Control in Schools and Child Care Centres\*](#)  
*(Saskatchewan Health Authority)*

[\*Check Your Symptoms\*](#) *(Saskatchewan Health Authority)*