



PACIFIC RIM SCHOOL DISTRICT
POLICY COMMITTEE MEETING AGENDA

Tuesday, October 7, 2025, 3:30 p.m.

Administration Office Board Office, Port Alberni

Pages

1. **Call to Order/Land Acknowledgement**

We acknowledge that we work and learn on the ḥaḥuuli of the Čišaaʔath (Tseshaht) and Hupačasath (Hupacasath) First Nations. We also acknowledge that we have schools also located on the ḥaḥuuli of the Huu-ay-aht (Huu-ay-aht), and ʔaʔuukʷiʔath (Tla-o-qui-aht), First Nations and the Yuuʔuʔiʔath (Yuu-cluth-aht) Government.

2. **Introductions**

3. **Approval of Agenda**

THAT the Board of Education approve the October 7, 2025 Policy Committee agenda as presented.

4. **New or Revised Draft Policy**

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9.	<u>Completed Business</u>	
9.1	XXX Emergency Disaster Procedures (P)	
10.	<u>New Business</u>	
11.	<u>Correspondence - For Information</u>	
12.	<u>Future Policy/Administrative Procedures</u>	

13. Next Meeting Date

The next Policy Committee Meeting will be held on December 2, 2025 at 3:30pm, at the Administration Office Board Room.

14. Adjournment

XXX: DONATIONS AND CORPORATE SPONSORSHIP (P)

Approved: 96 09 10
Revised: 25 10 07

POLICY

~~The Board of Education acknowledges that corporations, businesses and service organizations may from time to time choose to support financially and/or materially public school activities and thereby receive recognition in a public manner.~~

~~The Board also recognizes that such support of co-curricular and curricular activities needs to be stated in an agreement so that all parties fully understand their respective responsibilities and benefits.~~

~~Such agreements will be established in accordance with the regulations outlined in this policy.~~

ADMINISTRATIVE PROCEDURES

- 1.0 — ~~These regulations do not apply to scholarships or bursaries.~~
- 2.0 — ~~Sponsors may support school teams; bands, clubs, drama productions, curricular domains as well as district wide events, programs and activities. The purpose must be to complement education.~~
- 3.0 — ~~Sponsor messages or products must be free of bias and stereotyping. Messages or products that relate to alcohol, tobacco and most personal hygiene products will not be accepted. Religious dogma, political advertisements and corporate political stances are prohibited.~~
- 4.0 — ~~For individual schools, Principals, Vice-Principals and Teachers will be formally involved in approving and monitoring each corporate sponsor. The school Parent Advisory Committee will be consulted.~~
- 5.0 — ~~District wide sponsorships involving two or more schools will be approved by the Superintendent of Schools or designate.~~
- 6.0 — ~~Commercial sponsorship may provide, but is not limited to, equipment, transportation, accommodation, materials, clothing, food, trophies, ribbons, prizes and cash. All donations of kind or cash must enhance the image of the school and its students.~~

- ~~7.0 — Sponsors may be recognized in a dignified appropriate manner in programs, press releases, newsletters, assemblies and posters. Corporate logos and slogans must not be overused. **There will be no pressure** to compel the students or school community to support sponsors.~~
- ~~8.0 — All cash provided by sponsors must be documented using approved accounting procedures outlined by the Secretary-Treasurer or designate.~~
- ~~9.0 — No cash may be directly paid to any player or employee. No such funding may be used in any way to entice or reward students or employees or to recruit players.~~
- ~~10.0 — The Superintendent or designate will monitor all corporate sponsorship in the district so that unacceptable degrees of inequality do not develop between schools.~~
- ~~11.0 — A written statement of all sponsor donations of kind or cash will be available to the Superintendent, Secretary-Treasurer and/or the Board upon request.~~
- ~~12.0 — The Superintendent or designate reserves the right at any time to review the terms of any sponsorship arrangement and, if deemed appropriate, require that the terms be reviewed or the agreement terminated.~~

1. Purpose

The Board of Education of Pacific Rim School District (the “Board”) recognizes that donations and corporate sponsorships can provide valuable financial and in-kind support that enhance educational programs, facilities, and opportunities for students. Sponsorships and donations must align with the District’s mission, values, and commitment to public education, while maintaining transparency, integrity, and public trust.

The process for seeking, approving, and managing Sponsorship agreements is outlined in the district’s corresponding administrative procedure 3300: Corporate Sponsorship (AP).

The process for seeking, approving, and managing Donations is outlined in the district’s corresponding administrative procedure XXXX: Donations (AP).

2. Definitions

“Sponsorship” A business or organization provides financial or in-kind support to the District, a school, or a program in exchange for recognition or other agreed benefits.

“Donation” A voluntary gift of funds or resources with no expectation of recognition, benefit, or return.

3. Guiding Principles

- **Educational Integrity:** Sponsorships and donations shall not compromise, limit, or direct the Board’s authority over educational programming, curriculum, or operations.
- **Equity:** All sponsorships and donations shall be evaluated for their impact on equitable access to opportunities for students across the District.

- **Transparency:** All sponsorship agreements will be documented in writing, reviewed by District staff, and reported to the Board where appropriate.
- **Non-Endorsement:** Acceptance of sponsorships and donations shall not be construed as or imply the Board's endorsement of a sponsor's products, services, or organizational practices. Recognition will be limited to factual acknowledgment only.
- **Community Acceptability:** Sponsorships and donations must withstand public scrutiny and not compromise the reputation of the District. The Board will consider community perspectives and potential controversy when evaluating opportunities.
- **Public Interest:** Sponsorships and donations must reflect the values of public education in British Columbia, supporting student learning, wellness, and community benefit.
- **Staff/Trustee Participation:** Volunteering or other forms of participation by staff and trustees in activities or events related to the generation of donation funding, shall be done outside of regularly scheduled work hours. School activities may be approved by the Principal.

RESOURCES AND REFERENCES

Pacific Rim School District – 3300: Corporate Sponsorship (AP)
 Pacific Rim School District – XXXX: Donations (AP)
 School District No. 61 (Greater Victoria) – Policy 1325 Partnerships
 School District No. 62 (Sooke) – Sponsorships and Donations
 School District No. 23 (Central Okanagan) – Policy 735 Advertising and Sponsorship in Schools
 School District No. 36 (Surrey) – Policy 10800 - Education Business Community Partnerships
 School District No. 43 (Coquitlam) – AP 196 Corporate Sponsorships

POLICY STATEMENT

The Board of Education implements policy outlining the procedures and guidelines for accepting and managing equipment and in-kind donations to ensure they align with our organization's mission, goals, and operational needs. It ensures the proper valuation, acknowledgement, and utilization of such donations to ensure that they are recorded and used in a manner that is in line with CRA and Generally Accepted Auditing Standards.

XXXX: SMOKE FREE ENVIRONMENT (P)

Approved: 90 10 02
Amended: 16 04 26
Amended: 19 02 12
Amended: 25 09 23
Revised: 25 10 07

POLICY

The Board of Education recognizes the need to protect the health, safety and welfare of its students, employees and other users of its buildings and properties with respect to the use of ~~tobacco and smokeless tobacco~~ **smoking and vaping** products. Smoking, ~~Vaping Devices, Electronic Cigarette, Vapour and other tobacco use~~ **and Vaping (including tobacco, marijuana, e-cigarettes including vapes)** is **strictly** prohibited anywhere on school property at any time.

~~Smoking, use of tobacco, electronic cigarettes, vaping device and vapour products is prohibited in all School Board owned buildings, grounds and vehicles. This applies to all students, employees, parents, users, renters, contractors and community members at all times, including evenings and weekends.~~

Reference:

- ~~Bill 10, Tobacco Sales (Banning Tobacco and Smoking in Public Places and Schools), Amendment Act, 2007, Section 2.2.~~
- ~~Tobacco and Vapour Products Control Act – No tobacco or vapour product use on school property.~~

This Policy applies to:

- ~~Students~~
- ~~School employees~~
- ~~Parents~~
- ~~School visitors, on-site workers and guests~~
- ~~Anyone attending non-school activities in schools or on school grounds (user groups)~~
- ~~Anyone in school vehicles~~
- ~~Anyone in private vehicles parked on school property~~
- ~~All tobacco products, not just cigarettes (including e-cigarettes)~~

ADMINISTRATIVE PROCEDURES

- 1.1 ~~“NO SMOKING and Vaping” signs shall be prominently displayed in all buildings and on grounds.~~

- ~~1.2—The Director of Operations shall inform all support staff in the Facilities, Maintenance, Grounds and Transportation departments of this AP at the beginning of each school year.~~
- ~~1.3—“School property” includes School Board owned vehicles that are used for the purposes of delivering education programs, for transportation or used by the Maintenance Department.~~
- ~~1.4—This policy also applies to all user groups on school property. This will be conveyed to the user groups when applying for rental of facilities or grounds.~~
- ~~1.5—Students will not smoke, vape or use tobacco or vapour products while on school property at any time; within the established “smoke-free, vape-free zone” for each school while under the school’s jurisdiction; or at any time while on school field trips, competitive events, extracurricular activities or any other school-related activity.~~

~~Students caught smoking or vaping on school property or during school-related activity are subject to a school suspension pursuant to Policy 510: Safe, Caring and Orderly Schools.~~

~~Students found in possession of a vaping device, vapour products, and tobacco products on school property or during any school-related activity are subject to these items being confiscated by school administration. Parents/Guardians may request to recover confiscated property within a reasonable amount of time after confiscation.~~

REFERENCES AND RESOURCES

Pacific Rim School District – 1400: Smoke Free Environment (AP)

XXX: IDENTIFYING VESTS FOR NOON HOUR SUPERVISORS (P)

Approved: 02 04 09

Revised: 25 10 07

POLICY

~~The Board of Education desires that students at schools during the noon lunch period be well supervised. To that end, the school district employs staff as Noon Hour Supervisors, and other school personnel are assigned noon supervision duties in addition to their regular tasks.~~

~~Students should be readily able to recognize a noon hour supervisor as performing that function, and able to effect rapid contact with that person in an emergency.~~

~~To assist in the recognition of employees performing supervision, all support staff personnel performing noon hour supervision duties shall wear identifying vests. Teachers and Principals/Vice Principals are not required to wear the identifying vest.~~

~~This policy is directed to all Elementary Schools, and may be directed to other schools by the Superintendent.~~

~~It is intended that a unique and distinctive vest to each school will be utilized. The district will purchase the initial supply of vests, and schools will purchase replacement vests. Parent Advisory Councils are welcome to assist with the purchase of vests at any time.~~

The Board of Education expects students to rapidly recognize a noon hour supervisor performing that function, and able to effect rapid contact with that person in the event of an emergency.

RESOURCES AND REFERENCES

Pacific Rim School District – 3111: Identifying Vests For Noon Hour Supervisors (AP)

XXX: USE OF SCHOOL EQUIPMENT (P)

Approved: 86 11 18
Reviewed: 21 02 11
Revised: 25 10 07

POLICY

~~The Board of Education believes that equipment purchased for school use is to be used for educational purposes only.~~

~~School equipment shall not be removed from school premises for public or private use except by the specific approval of the Board of Education or its executive officers.~~

The Board of Education understands that equipment purchased for school use may at times be used by other user groups. The Board must ensure the use of school equipment for non-instructional purposes does not inflict additional replacement costs on the district and that through administrative procedures, the replacement costs are covered by other means.

REFERENCES AND RESOURCES

Pacific Rim School District - 3122: Use of School Equipment (AP)



PACIFIC RIM SCHOOL DISTRICT POLICY COMMITTEE INFORMATION SHEET

Date: Oct 7, 2025
To: Board of Education
From: Michell Bennett – Director of Instruction – Inclusive Education
Subject: Response to Unexpected Health Emergencies

Background:

Ministerial Order on Unexpected Health Emergencies Implementation

On July 28, 2025, a [letter](#) was distributed to all superintendents providing additional guidance and resources related to the recent amendment to the [Support Services for Schools Ministerial Order](#) and the new [Response to Unexpected Health Emergencies Policy](#), which came into effect on July 1, 2025.

The letter outlines the following key implementation timelines:

- **Policy Submission** – All boards of education must submit their completed policies to the Ministry by December 31, 2025.
- **Secondary Schools** – Automated External Defibrillators (AEDs) and naloxone must be in all secondary schools by December 31, 2025.
- **Elementary and Middle Schools** – AEDs and naloxone must be in all elementary and middle schools by September 8, 2026.

The letter also includes guidance on procurement and training opportunities to support the implementation of AEDs and naloxone in schools and clarifies that an Administrative Procedure meets the requirements for policy submission.

Proposal:

Please find attached the proposed Policy: Response to Unexpected Health Emergencies and two accompanying Administrative Procedures titled; XXXX Opioid Overdose Response and XXXX Automated External Defibrillator (AED).

Please review and provide feedback for amendment. This is time sensitive as the Ministry of Education has placed deadlines for completion and implementation.

POLICY STATEMENT

Pacific Rim School District Board of Education is committed to ensuring safe school environments by establishing timely and effective response procedures to unexpected health emergencies. Unexpected health emergency incidents can occur without warning and require immediate action to improve survival outcomes by providing critical intervention before emergency responders arrive. Being equipped and prepared, Pacific Rim School District supports student and staff safety at schools, enabling school communities to focus on learning and well-being while increasing confidence and security.

Schools are equipped with readily accessible lifesaving first aid tools, including Automated External Defibrillators (AEDs) and naloxone kits, which are maintained in every school by assigned and first aid trained staff. Assigned and trained staff will ensure both AED's and Naloxone kits are:

- clearly marked with standardized signage to support easy identification and use
- have routine inspections to ensure functionality and monitor expiry dates
- located in barrier-free area to accommodate diverse user needs
- present tools in a non-stigmatizing manner to encourage comfortable and equitable use

Administrative Procedures for both AED and Naloxone outline parameters and guidelines for tool use.

Resources and References

BC School Act - [School Act](#)

Ministry of Education and Childcare - [Response to Unexpected Health Emergencies - Province of British Columbia](#)

Support Services for Schools Ministerial Order - [Support Services for Schools](#)

Pacific Rim School District A/P XXXX - AED

Pacific Rim School District A/P XXXX- Opioid Overdose Response

WorkSafe BC-<https://www.worksafebc.com/en/health-safety/create-manage/first-aid-requirements>

5200: MEDICAL TREATMENT OF STUDENTS (AP)

XXX: Administration of Medication and Student Health Support (P)

Approved: 85 02 05

Amended: 99 06 22

Draft: 25 05 13

Draft: 25 10 07

POLICY

The Board of Education recognizes its responsibility to ensure that pupils of school age attend school and that some of these pupils may be in need of certain prescribed medication. In those cases where a pupil requires prescribed medication for reasons related to his/her health during school activities, the administration of such medication shall be the responsibility of the principal of the school. It shall be the responsibility of the parent to bring the matter to the principal's attention.

The number of life threatening allergies, especially to peanut products is increasing. Anaphylaxis, the medical term for "allergic shock" or "generalized allergic reaction" can be rapid and fatal. The safety of anaphylactic children in a school setting depends upon the cooperation of the entire school community. Schools are expected to develop procedures to minimize risks of exposure for such students. It is the responsibility of parents with anaphylactic children to identify their children to the school principal.

The administration of medication must be carried out in accordance with the provisions of the regulations of this policy. Until such provisions are arranged, medication should not be administered, even though this may result in a child being absent from school for a few days.

POLICY STATEMENT

The Board of Education is committed to creating a safe, inclusive, and supportive learning environment for all students.

While families are the primary caregivers and hold the central role in their child's health care, the Board acknowledges that there are circumstances where support may be needed during the school day. When this occurs, the school principal (or designate) will work with the student's family to ensure appropriate arrangements are in place, in accordance with established procedures.

The Board's goal is to:

- Support students' health, safety, and dignity while attending school.
- Promote student well-being and maximize learning potential.
- Enable students, when developmentally appropriate, to participate in the management of their medical needs.
- Provide guidance and support for school staff to confidently and competently fulfill their role in supporting students with medical conditions.
- Foster effective collaboration among families, school personnel, and healthcare professionals.

All student health support, including physician-prescribed medications to be administered or monitored at school, must be managed through a documented plan developed in consultation with the student's family, and, where appropriate, the student and relevant health professionals. These plans must follow the guidelines set out in the administrative procedures of this policy.

Medication shall not be administered by school staff until a documented plan has been completed. In the meantime, parents or guardians are responsible for attending the school to administer the medication. In cases where this is not possible, student attendance may need to be postponed until plan is complete.

Emergency medical responses, including the administration of life-saving medication (e.g., for anaphylaxis), will be carried out in accordance with applicable legislation and the Board's emergency policies.

The Board is committed to ensuring that the necessary training, planning, and communication are in place to meet students' needs safely and respectfully, so that every student has equitable access to their education. Required forms to support this policy are included in the Administration of Medication and Student Health Support Administrative Procedure (see Appendix 1).

Resources and References

Pacific Rim School District – XXXX Administrative Procedure: Administration of Medication and Student Health Support (AP)

[Policy 303: Student Health Services and Medication Management - North Vancouver School District](#)

ADMINISTRATIVE PROCEDURES

1.0 MEDICAL ALERT FORMS

1.1 At the beginning of each school year all parents or legal guardians should be notified of their responsibility to complete or update “Medical Alert Forms” and/or the Request for Administration of Medication at School Form” if they have children with medical conditions requiring precautionary treatment or medication at school.

1.2 Forms should be kept in an easily accessible location.

1.3 Teachers on-call and substitute Education Assistants should be informed of the medical problems of students in their classes.

1.4 When a student moves from one school to another the receiving school should be made aware of medical alert information.

2.0 ADMINISTRATION OF MEDICATION

2.1 Medication will be administered by school personnel only upon completion and receipt of a “Request for Administration of Medication at School” form signed by the parent or legal guardian and physician.

2.1.1 These forms are to be updated each September and/or if there is a change in medication, including dosage.

2.1.2 Forms are to be kept in student files and with the medication.

2.2 It is the parent’s or legal guardian’s responsibility to have medication delivered to the school in a properly labeled prescription container.

2.3 Medication should be stored in a safe location determined by the principal.

2.4 A record sheet for the administration of medication for each student shall be maintained in the location where medication is stored, such sheet to show date, time and dose of each medication administration, any other pertinent information and the initials of the administering person.

2.5 If any concerns regarding the administration of medication become evident, the principal shall contact the attending physician.

2.6 Where a student may require medication in an emergency situation, for example an injection of adrenaline for an allergic reaction, the principal shall make all staff who normally supervise the student aware of this fact and the steps to be taken should such an emergency occur.

2.7 School staff supervising field trips must be aware of any student requiring medication during this period and administer the medication under the same guidelines as at school

2.8 Bus drivers must be informed about any students who may require emergency medication while on the bus. It is the parent or guardian’s responsibility to ensure that emergency medication is available on the bus except where the school provides it for field trips as in 2.7.

2.9 Non-prescription medication will not be dispensed by the school.

2.10 The Public Health Nurse may be contacted for assistance in interpreting information or for training of staff.

3.0 ANAPHYLAXIS

3.1 Parents and legal guardians with anaphylactic children hold the responsibility to identify their child(ren) to the school principal and to complete and annually update the required forms. The student should wear a medic-alert bracelet which identifies specific allergies.

3.2 All staff members (teaching and non-teaching) should be made aware that a child with life-threatening allergies is attending their school, and the child should be clearly identified.

3.3 The principal should ensure that in-service is provided annually to school personnel, where students with life-threatening allergies are enrolled, on how to recognize and treat anaphylactic reaction, on school procedures to protect anaphylactic children from exposure, and on school protocol for responding to emergencies. Procedures should be posted in clearly visible locations.

3.4 The school should inform students and parents of the presence of a student with life-threatening allergies in their child's school and the measures being taken to protect the student. A letter should be sent home at the beginning of the year asking parents to cooperate with measures being taken to protect the student.

3.5 Schools should establish allergenic-free eating areas and safe eating-area procedures. Strategies for minimizing the risk of exposure without depriving the anaphylactic child of normal peer interactions are described in "Anaphylaxis: A Handbook for School Boards" available in each school.

3.6 Teachers, particularly in the primary grades, should be made aware of the possible presence of allergens in curricular materials. (e.g. playdough, beanbags, stuffed toys).

3.7 An individual emergency plan should be developed for each anaphylactic child. **School personnel should be encouraged to listen to the child as they usually know when a reaction is taking place.** There is no danger in reacting too quickly. Emergency plans should include procedures to:

3.7.1. Communicate the emergency rapidly to a staff person trained in the use of the auto-injector.

3.7.2. Administer the auto-injector (NOTE: Although most anaphylactic children learn to administer their own medication by about age 8, individuals of any age may require help during the reaction because of the rapid progression of symptoms, or because of the stress of the situation.) Adult supervision is required.

3.7.3. Telephone immediately for an ambulance and inform the emergency operator that a child is having an anaphylactic reaction.

3.7.4. Telephone the hospital to inform that a child having an anaphylactic reaction is en route.

3.7.5. Telephone the parents of the child.

3.7.6. Re-administer epinephrine once while waiting for the ambulance, if breathing does not improve or if symptoms reoccur.

3.7.7. Assign a staff person to take on extra auto-injector, accompany the child to the hospital, and stay with him or her until a parent or guardian arrives.

AP5200: Appendix I – Request for Administration of Physician Prescribed Medication

School:	Teacher:	Grade:
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A _____ To be completed by PARENT OR GUARDIAN

Student's Name:	Birthdate:	
Mother's Name:	Work Phone:	Home Phone:
Father's Name:	Work Phone:	Home Phone:
Emergency Contact:	Work Phone:	Home Phone:
Physician's Name:	Phone:	

Describe the medical condition which requires medication to be given within school hours:

B _____ To be completed by the attending Physician

Medication Name	Dosage	Directions for use and storage

Additional comments (possible reactions, consequences of missed dose)

I consider that the above medication and administration thereof during the school day to be in the best interest of the above named pupil, and hereby authorize its administration by the school principal or his/her designate.

Physician's Signature _____ Date: _____

C _____ To be completed by parent or guardian

I hereby authorize the school principal or his/her designate to administer the medication as described above to my son/daughter and to contact the physician named above should there be any further questions or concerns. I further authorize the physician to release any information pertinent to this matter.

Parent / Legal Guardian Signature: _____	Date: _____
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D _____ Each school staff member who is responsible for the administration or supervision of the medication must review this information and sign below:

Date:	Signature	Comments

This form is only valid for the current school year

XXX: SUPPORT STAFF TRAINING (CUPE) (P)

Approved: 99 05 25
Amended: 00 12 12
Amended: 18 03 13
Amended: 25 10 07

POLICY

The Board of Education of ~~School District 70 Pacific Rim~~ **School District** believes that Support Staff (CUPE) should continue to upgrade their skills and will provide financial assistance for employees as outlined in the ~~Regulations to this Policy~~ **Administrative Procedure 4041: Support Staff Training (CUPE) (A/P)**.

ADMINISTRATIVE PROCEDURES

1.0 — APPLICATION

~~This policy is applicable to those employees who are members of the support staff bargaining unit — Canadian Union of Public Employees, Local 727.~~

2.0 — BOARD INITIATED TRAINING ACTIVITIES

2.1 — Defined

~~These activities are typically those that Management request the regular, temporary or casual employee to attend.~~

2.2 — First Aid

~~Specific employees are designated to hold a minimum Level II First Aid ticket; these employees will be scheduled to receive this training. Many employees are required to possess a Level I First Aid Ticket or Childsafe Ticket as part of the general qualification for their position. These employees will generally be scheduled to receive this training, but there may be occasions where the employee initiates the training.~~

2.3 — Attendance

~~Employees in regular or temporary positions, participating in Board initiated training, shall not lose any pay while attending the course.~~

2.4 — Financial

~~The tuition or course fee is typically prepaid by the Board. Travel expenses consistent with Policy are applicable.~~

3.0 — EMPLOYEE INITIATED WORK RELATED TRAINING ACTIVITIES

3.1 — Defined

These activities are those that the employee requests to attend, where the course material is directly related to the current duties of the employee and are of benefit to the Board.

3.2 — Approval

Approval to be reimbursed for the cost of these courses must be received from the Secretary-Treasurer or Designate before commencement of the course. Application for CUPE Training Fund reimbursement must be made prior to commencement of the course.

3.3 — Attendance

Generally, employees participate in these courses on their own time.

3.4 — Financial

Upon demonstration of successful completion of the course, the employee will submit a request for reimbursement of the tuition. Travel expenses will not be paid. Employees may also apply to the CUPE Training Fund for reimbursement.

4.0 — PROFESSIONAL DEVELOPMENT DAYS (PRO-D DAYS)

- 4.1 — The collective agreement permits Education Assistants to work at their regular hours of pay for at least two (2) non-instructional days each school year. In practice, Education Assistants are paid for two (2) of the five Professional Development days and for the one School Planning Day. On specific pre-approval by either the Director of Instruction—Student Services or the Secretary-Treasurer, Education Assistants may attend and may be paid for more than the three (3) non-instructional days.
- 4.2 — Board initiated training activities as described in 2.0 above may be scheduled on Pro-D-Days and these are days with pay in excess of the two (2) days as specified in the collective agreement.
- 4.3 — Education Assistants may be reimbursed for the registration costs of the approved Pro-D-day activity, and upon approval, where the workshop is outside their work community, are eligible for vehicle kilometers and ferry expenses only, as described in Policy 4400.
- 4.4 — Employees, other than Education Assistants, may attend Pro-D Days as authorized by their supervisor.

Resources and References

Pacific Rim School District – 4041: Support Staff Training (CUPE) (A/P)
Collective Agreement – CUPE Local 727

XXX: Privacy Management Program Policy (P)

Approved: 08 10 19

Approved: 24 04 23

Revised: 25 10 07

1. PURPOSE

Pacific Rim School District is committed to ensuring the privacy, confidentiality, and security of all personal information that it collects, uses, discloses, and maintains in connection with its programs and activities. The school district complies with the *School Act* (“Act”) and the *Freedom of Information and Protection of Privacy Act* (FIPPA) in relation to the protection of privacy. This policy sets out the school district’s commitment, standards, and expectations regarding the appropriate practices for the collection, use and protection of personal information.

2. DEFINITIONS

“**Personal information**” means recorded information about an identifiable individual, but does not include an individual’s business contact information (business address, email address, telephone number);

“**FIPPA**” means the BC *Freedom of Information and Protection of Privacy Act*;

“**Procedures**” means the administrative procedures of this Policy;

“**Staff**” means all employees, contractors and volunteers of the District;

3. PRINCIPLES

The School District and all Staff shall uphold the privacy, confidentiality and appropriate use of personal information in compliance with the *School Act*, FIPPA, District Policy, and the Procedures, including by:

- a. being open and transparent about the purposes for which personal information may be collected and used by the School District;
- b. collecting and using personal information only as necessary to carry out the School District’s authorized programs and activities;
- c. sharing personal information internally with Staff only on a need-to-know basis;
- d. sharing personal information with third parties with the knowledge and consent of affected individuals, unless otherwise authorized or required under FIPPA, the *School Act* or other applicable laws;
- e. ensuring personal information is protected against unauthorized access, use, disclosure, loss or destruction; and

- f. complying with FIPPA and all Procedures for the accuracy, protection, use, disclosure, storage, retrieval, correction and appropriate use of personal information.

4. TRANSPARENCY AND ACCOUNTABILITY

The School District strives to be open and transparent with the community about its programs and activities and has processes in place to support the timely response to access requests submitted under FIPPA and the proactive release of information of interest to the community.

5. RESPONSIBILITY

One person, the Superintendent, is designated as the “Head” of the School District for the purposes of FIPPA and will have overarching responsibility for ensuring compliance with this Policy, FIPPA and the requirements of the *School Act* pertaining to student records. The “Head” may delegate this authority to a Privacy Officer as assigned, and as identified in the corresponding administrative procedure 3307: Privacy Management Program Administrative Procedure (AP).

6. COMPLAINTS

The School District will respond to and, where appropriate, investigate all complaints that it receives under this Policy concerning its personal information management practices.

REFERENCES AND RESOURCES

[Freedom of Information and Protection of Privacy Act](#), R.S.B.C. 1996, c. Part 3; [s. 66\(1\)](#); [s. 75-77](#), [36.2](#)
[School Act](#), R.S.B.C. 1996, c. 412 sections 9, 79(3)
[Privacy Management Program Direction](#) (Direction 02/2022)
[Student Records Disclosure Order](#)(M14/91)
3307: Privacy Management Program Procedures (AP)
XXXX: Privacy Impact Assessments Procedures (AP)
Records Retention (AP)
Focused Education Resources – Privacy Management Program Manual
School District No’s 61, 36, 23 Privacy Management Programs
~~Nanaimo Ladysmith Public School~~

111: ~~BOARD OF EDUCATION~~ ELECTION PROCEEDINGS BYLAW (P)

Approved: 86 10 21

Approved: 93 09 15

Amended: 15 10 27

Revised: 25 10 07

POLICY

The Board of Education of ~~School District 70~~ Pacific Rim ~~School District~~ is composed of seven trustees, elected to provide policy direction for the District they serve.

The trustees, elected or appointed under the *School Act* and their successors in office, constitute a Board of Education for the district and a corporation under the name of "The Board of Education of School District 70 (Pacific Rim)". The Board has the rights, powers, duties and liabilities set forth in the *School Act*. Only the legally constituted Board, not committees of trustees or individual trustees, is endowed with such authority.

The Board shall be a policy-making body and direct its appointed officials to administer the educational and business affairs of the School District in accordance with the provisions of the *School Act* and the Regulations, and the School District 70 (Pacific Rim) Policy and Procedures Manual.

Amended: ~~90 12 18~~
~~93 08 24~~
~~93 09 15 (Minister Approval)~~

Where the conduct of a trustee election is not a municipality's responsibility under section 37 (1) or (2) of the *School Act*, the board of education may contract with the municipality or regional district to carry out all or part of the trustee election on the board's behalf, or in conjunction with the local government's election [*School Act*, section 38 (4)].

(4) A board may enter into an agreement with a local government referred to in section 57 of the *Local Government Act* or section 13 of the *Vancouver Charter*, under which one party to the agreement conducts an election for the other, or in conjunction with an election of the other, in accordance with the terms of the agreement.

In that case, the board may approve its own comprehensive election bylaw or adopt the local government's election bylaw [*School Act*, section 38 (5), with the exception of any provisions relating to nomination deposits, minimum number of nominators, the order of names on ballots by lot and breaking a tie after judicial recount [*School Act*, section 45 (9)]]. Those provisions will only apply in a trustee election if contained in an election bylaw approved by the board of education.

(5) A board that is a party to an agreement under subsection (4) may, by bylaw, provide that the bylaws of the local government respecting elections apply to trustee elections conducted under the agreement.

REGULATIONS

1.0 ELECTION OF TRUSTEES

Seven (7) trustees will be elected (or appointed) for 4-year terms as follows:

CITY AREA AND RURAL AREA

- 1.1 Six (6) trustees representing the City of Port Alberni, electoral areas A (Bamfield), B (Beaufort), D (Sproat Lake), E (Beaver Creek) and F (Cherry Creek) of the ~~Regional District of Alberni-Clayoquot~~ **Regional District** as the geographic boundaries of School District 70 Pacific Rim and the Regional District are coincident.

WEST COAST AREA

- 1.2 One (1) trustee representing the ~~Village District~~ **District** of Ucluelet, the District of Tofino, and electoral area C (Long Beach) of the ~~Regional District of Alberni-Clayoquot~~ **Regional District**. A map, outlining Electoral Area C is attached for guidance.

2.0 APPLICATION OF LOCAL GOVERNMENT BYLAWS

- 1.1 Pursuant to section 38 (4) of the *School Act*, the Board ~~hereby~~ **may** enter into an agreement with ~~either the municipality or the Regional District of Alberni-Clayoquot~~ **Regional District**, whereby their Chief Electoral Officer ~~will~~ would conduct trustee elections on the Board's behalf.

- 1.2 **In the third year of term, no later than June, the governing Board should decide by way of motion whether they shall run the next election themselves, or if they will contract either the municipality or the regional district to run the election on their behalf.**

- 1.3 The election bylaws of: **~~the local government contracted to run the election,~~**

~~The Regional District of Alberni-Clayoquot,;
The City of Port Alberni,;
The District of Ucluelet,; and
The District of Tofino,~~

As they may be amended from time to time, and this election bylaw, shall apply to any trustee election carried out under the agreement with either the municipality or the Regional District of Alberni-Clayoquot Regional District to the extent authorized by section 38 (5) of the *School Act*.

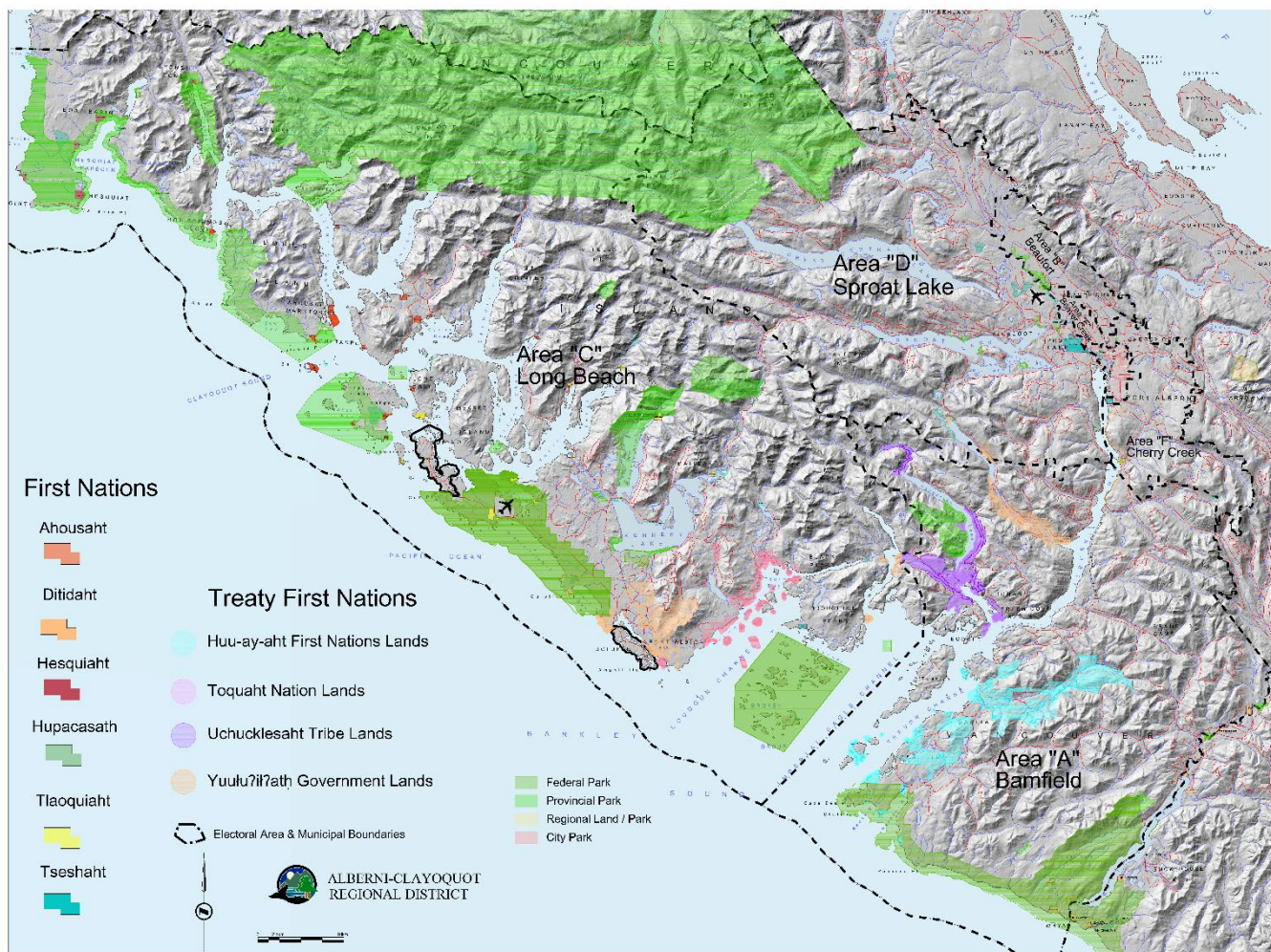
2.0 ~~TRUSTEE ALLOWANCES, REMUNERATION AND EXPENSE~~

~~Trustees may annually establish the remuneration of the chairman, vice-chairman~~ **Chair, Vice-Chair** ~~and trustees, and may annually establish a reasonable allowance for expenses necessarily incurred by trustees in the discharge of their duties.~~

3.0 ~~TRUSTEE EXPENSES~~

~~Trustees incurring travelling and living expenses on behalf of the Board may be reimbursed these expenses pursuant to Administrative Procedure 4020 Personal Expenses on Official District Business.~~

A CURRENT COPY OF "MAP, OUTLINING ELECTORAL AREA" IS ATTACHED THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT'S ELECTORAL MAP IS SHOW BELOW.



REFERENCES AND RESOURCES:

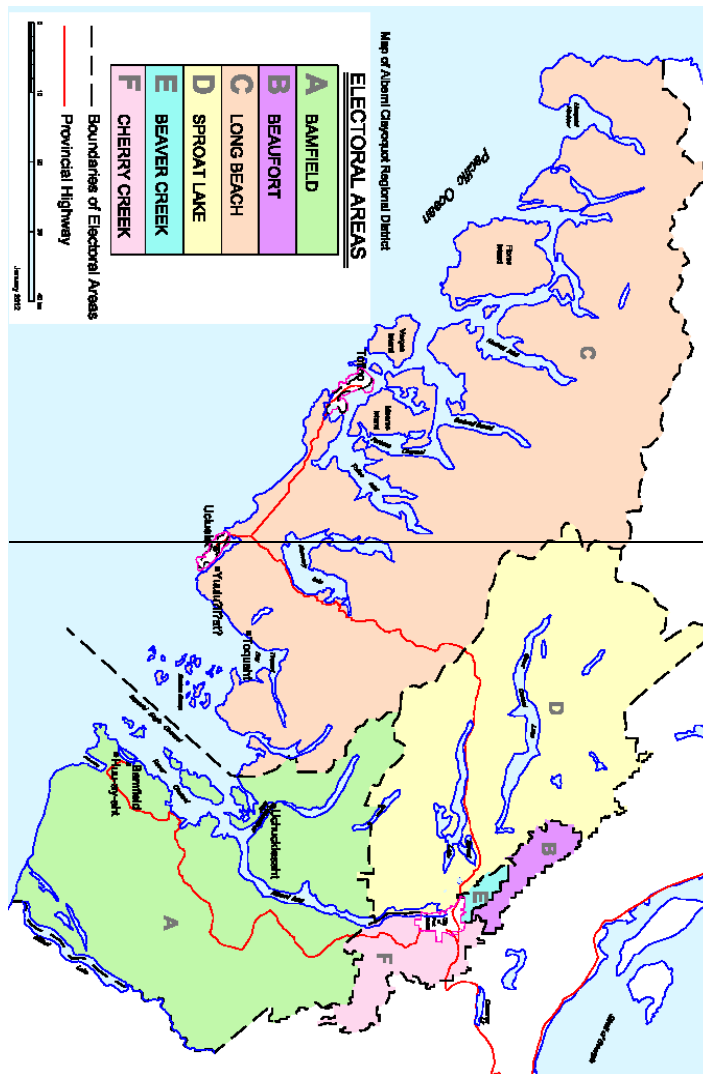
School Act s. 37(1)(2), 38(4)(5), 45(9)

Local Government Act s. 57

Ministry of Education and Child Care's publication entitled "School Trustee Election Procedures in British Columbia" (11th edition, 2022)

Alberni-Clayoquot Regional District's Electoral Map 2022

~~111: APPENDIX I – ELECTORAL AREA MAP~~



~~STRIKETHROUGH 1~~

111.1: BYLAW NO. 2 TRUSTEE ELECTION PROCEDURES (P)

Approved: 93-09-07

Amended: 18-06-12

POLICY

~~A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee election.~~

Preamble:

~~Under the School Act, the Board of Education may, by bylaw, determine various election procedures and requirements to be applied in the conduct of trustee elections.~~

~~In School District 70 Pacific Rim under Section 46 of the School Act, Board Policy 113 as approved by the Minister, trustee elections are the responsibility of the School Board.~~

~~Trustee elections which are the responsibility of the School Board may be conducted by a local government under an agreement with the School Board made pursuant to Section 38 (4) of the School Act.~~

~~The Board of Education wishes to establish various procedures and requirements under the authority of the School Act for trustee's elections.~~

REGULATIONS

~~The Board of Education, in an open meeting of the Board, enacts as follows:~~

2.0 — DEFINITIONS

~~"Election" means a trustee election including general school elections and by-elections.~~

3.0 — APPLICATION

~~This bylaw applied to elections carried out by the School Board and by other authorities except as otherwise indicated.~~

4.0 — RESOLUTION OF TIE VOTES AFTER JUDICIAL RECOUNT

~~In the event of a tie vote after a judicial recount, the tie vote will be resolved by conduction a lot in accordance with Section 141 of the Local Government Act.~~

~~5.0 APPLICATION OF LOCAL GOVERNMENT BYLAWS~~

~~5.1 Pursuant to section 38 (4) of the School Act, the Board hereby enters into an agreement with the Regional District of Alberni Clayoquot whereby their Chief Electoral Officer will conduct trustee elections on the Board's behalf.~~

~~5.2 The election bylaws of:~~

~~The Regional District of Alberni Clayoquot,~~

~~The City of Port Alberni,~~

~~The District of Ucluelet, and~~

~~The District of Tofino,~~

~~As they may be amended from time to time, and this election bylaw, apply to any trustee election carried out under the agreement with the Regional District of Alberni Clayoquot to the extent authorized by section 38 (5) of the School Act.~~

~~111.1: BYLAW NO. 2 TRUSTEE ELECTION PROCEDURES (P)~~

~~Approved: 93-09-07~~

~~Amended: 18-06-12~~

POLICY

~~A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee election.~~

Preamble:

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~~In School District 70 Pacific Rim under Section 46 of the School Act, Board Policy 113 as approved by the Minister, trustee elections are the responsibility of the School Board.~~

~~Trustee elections which are the responsibility of the School Board may be conducted by a local government under an agreement with the School Board made pursuant to Section 38 (4) of the School Act.~~

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1.0 — DEFINITIONS

~~"Election" means a trustee election including general school elections and by-elections.~~

2.0 — APPLICATION

~~This bylaw applied to elections carried out by the School Board and by other authorities except as otherwise indicated.~~

3.0 — RESOLUTION OF TIE VOTES AFTER JUDICIAL RECOUNT

~~In the event of a tie vote after a judicial recount, the tie vote will be resolved by conduction a lot in accordance with Section 141 of the Local Government Act.~~

~~4.0 APPLICATION OF LOCAL GOVERNMENT BYLAWS~~

~~4.1 Pursuant to section 38 (4) of the School Act, the Board hereby enters into an agreement with the Regional District of Alberni Clayoquot whereby their Chief Electoral Officer will conduct trustee elections on the Board's behalf.~~

~~4.2 The election bylaws of:~~

~~The Regional District of Alberni Clayoquot,
The City of Port Alberni,
The District of Ucluelet, and
The District of Tofino,~~

~~As they may be amended from time to time, and this election bylaw, apply to any trustee election carried out under the agreement with the Regional District of Alberni Clayoquot to the extent authorized by section 38 (5) of the School Act.~~

3300: CORPORATE SPONSORSHIP (AP)

Approved: 96 09 10

Revised: 25 10 07

POLICY

~~The Board of Education acknowledges that corporations, businesses and service organizations may from time to time choose to support financially and/or materially public school activities and thereby receive recognition in a public manner.~~

~~The Board also recognizes that such support of co-curricular and curricular activities needs to be stated in an agreement so that all parties fully understand their respective responsibilities and benefits.~~

~~Such agreements will be established in accordance with the regulations outlined in this policy.~~

ADMINISTRATIVE PROCEDURES

- 1.0 — ~~These regulations do not apply to scholarships or bursaries.~~
- 2.0 — ~~Sponsors may support school teams; bands, clubs, drama productions, curricular domains as well as district-wide events, programs and activities. The purpose must be to complement education.~~
- 3.0 — ~~Sponsor messages or products must be free of bias and stereotyping. Messages or products that relate to alcohol, tobacco and most personal hygiene products will not be accepted. Religious dogma, political advertisements and corporate political stances are prohibited.~~
- 4.0 — ~~For individual schools, Principals, Vice-Principals and Teachers will be formally involved in approving and monitoring each corporate sponsor. The school Parent Advisory Committee will be consulted.~~
- 5.0 — ~~District-wide sponsorships involving two or more schools will be approved by the Superintendent of Schools or designate.~~
- 6.0 — ~~Commercial sponsorship may provide, but is not limited to, equipment, transportation, accommodation, materials, clothing, food, trophies, ribbons, prizes and cash. All donations of kind or cash must enhance the image of the school and its students.~~

- ~~7.0—Sponsors may be recognized in a dignified appropriate manner in programs, press releases, newsletters, assemblies and posters. Corporate logos and slogans must not be overused. **There will be no pressure** to compel the students or school community to support sponsors.~~
- ~~8.0—All cash provided by sponsors must be documented using approved accounting procedures outlined by the Secretary-Treasurer or designate.~~
- ~~9.0—No cash may be directly paid to any player or employee. No such funding may be used in any way to entice or reward students or employees or to recruit players.~~
- ~~10.0—The Superintendent or designate will monitor all corporate sponsorship in the district so that unacceptable degrees of inequality do not develop between schools.~~
- ~~11.0—A written statement of all sponsor donations of kind or cash will be available to the Superintendent, Secretary-Treasurer and/or the Board upon request.~~
- ~~12.0—The Superintendent or designate reserves the right at any time to review the terms of any sponsorship arrangement and, if deemed appropriate, require that the terms be reviewed or the agreement terminated.~~

1. Purpose

This administrative procedure establishes the process for seeking, approving, and managing Sponsorship Agreements in the Pacific Rim School District and is written to accompany the district's XXX: Donations and Corporate Sponsorship (P). This document does not apply to scholarships or bursaries.

2. Definitions

“Sponsorship” A business or organization provides financial or in-kind support to the District, a school, or a program in exchange for recognition or other agreed benefits.

“Donation” A voluntary gift of funds or resources with no expectation of recognition, benefit, or return.

3. Approval Levels

- All sponsorship proposals must be submitted to the Superintendent (or designate).
- Only the Board of Education has authority to approve and enter into sponsorship agreements.
- Principals, managers, or other staff may not approve or sign sponsorship agreements; their role is limited to identifying opportunities and referring them to the Superintendent.

4. Sponsorship Criteria

The Board will consider sponsorships that:

- Provide direct or indirect benefits to students, staff, or schools.

- Align with the District’s Strategic Plan and educational goals.
- Respect the principles of inclusivity, reconciliation, sustainability, and social responsibility.
- Comply with all applicable laws, Ministry of Education and Child Care requirements, and Board policies.

The Board will not accept sponsorships from organizations, businesses, or individuals whose primary products, services, or public image:

- Are inconsistent with the values of public education (e.g., alcohol, cannabis, tobacco, weapons, pornography, gambling).
- Conflict with the District’s health, wellness, and safety standards.
- Create real or perceived conflicts of interest with employees or trustees.
- Include religious or political advertisements/stances.

5. Sponsorship Agreement Requirements

All sponsorship agreements must:

- Be in writing and signed by the Board Chair (or designate) and the Sponsor.
- Clearly define expectations, contributions, duration, renewal terms, recognition, and termination provisions.
- Ensure that no undue commercial influence occurs in classrooms, curricula, or student services.
- Comply with FOIPPA, the *School Act*, and relevant Ministry directives.
- Align with the details as set out in the district’s Corporate Sponsorship Policy.

4. Recognition of Sponsors

- Recognition may be limited to neutral acknowledgment of the sponsor’s name/logo (e.g., “*With appreciation to Sponsor’s Name for support*”).
- Advertising to students is prohibited; acknowledgements may be displayed (e.g., plaques, banners, website mentions) but cannot promote products directly.
- Use of District logos must comply with the XXX: Organizational Logo Use (P) and corresponding XXXX: Organizational Logo Use (AP).

5. Conflict of Interest

- District employees and trustees must declare any personal, financial, or business interest in a potential sponsorship.
- Sponsorships shall not be accepted where conflicts of interest exist.

6. Exclusivity

- Exclusive sponsorship agreements will only be considered where demonstrably in the best interest of students.

7. Public Perception Review

- Where a sponsorship could reasonably be perceived as controversial, the Superintendent will ensure the matter is considered by the Board before any decision is made.

8. Monitoring and Reporting

- The Manager of Corporate Services will ensure a record of all sponsorship agreements is maintained.
- Agreements may be subject to review by the District's auditors.

9. Termination

Sponsorship agreements may be terminated by the District if:

- The sponsor fails to meet agreed obligations.
- The sponsor's products, services, or public image become inconsistent with District values.
- Continuation would bring the District's reputation into disrepute.

RESOURCES AND REFERENCES

Pacific Rim School District – XXX: Corporate Sponsorship (P)

Pacific Rim School District – XXX: Donations (P)

Pacific Rim School District – XXXX: Donations (AP)

XXX: Organizational Logo Use (P)

XXXX: Organizational Logo Use (AP)

School District No. 61 (Greater Victoria) – Policy 1325 Partnerships

School District No. 62 (Sooke) – Sponsorships and Donations

School District No. 23 (Central Okanagan) – Policy 735 Advertising and Sponsorship in Schools

School District No. 36 (Surrey) – Policy 10800 - Education Business Community Partnerships

School District No. 43 (Coquitlam) – AP 196 Corporate Sponsorships

APPENDIX A

Sponsorship Agreement

This Sponsorship Agreement ("Agreement") is made this ____ day of _____, 20__, between:

School District No. 70 (Pacific Rim) ("the District")
4690 Roger Street,
Port Alberni, BC V9Y 3Z4

AND

Sponsor's Legal Name (the "Sponsor")
Address

Together referred to as "the Parties."

1. Purpose

The Sponsor wishes to provide financial or in-kind support to the District as a Sponsorship (not a donation), with recognition provided as outlined below. All sponsorships are entered into with the Board of Education as the contracting authority.

2. Term

This Agreement will commence on _____, 20__, and will remain in effect until _____, 20__, unless earlier terminated under this Agreement.

3. Sponsorship Contribution

The Sponsor agrees to provide:

- ☐ Financial contribution in the amount of \$_____ (payable by _____).
- ☐ In-kind goods/services valued at \$_____ (detailed in Schedule A).
- ☐ Other: _____

4. Recognition

All forms of public recognition will be provided to the Board for approval, prior to being made public.

5. Ownership and Use of Logos

The Sponsor grants the District permission to use its name/logo solely for purposes of recognition under this Agreement. The District grants the Sponsor permission to use the District's name/logo as per the district's XXX: Organizational Logo Use (P) and XXXX: Organizational Logo Use (AP).

6. Exclusivity

This Agreement ☐ does / ☐ does not provide exclusivity to the Sponsor.

If exclusivity is granted, the following terms apply:

- a) _____
- b) _____
- c) _____

7. Compliance

The Sponsor acknowledges that all activities under this Agreement must comply with:

- a) The *School Act* (BC),
- b) The *Freedom of Information and Protection of Privacy Act* (FOIPPA),
- c) District policies and procedures, and
- d) Applicable provincial and federal laws.

8. Indemnification and Liability

The Sponsor agrees to indemnify and hold harmless the District, its employees, and trustees from any claims, damages, or losses arising from the Sponsor's activities under this Agreement.

9. Termination

Either Party may terminate this Agreement with 30 days' written notice, however any monies received prior to said notice will not be returned. The District may terminate immediately if:

- a) The Sponsor fails to meet obligations;
- b) The Sponsor's products, services, or public image become inconsistent with District values; or
- c) Continuation would bring the District into disrepute.

10. Entire Agreement

This Agreement constitutes the entire understanding between the Parties and supersedes all prior agreements. Any amendments must be in writing and signed by both Parties.

11. Notices

All notices shall be delivered in writing to the addresses indicated on the sponsorship agreement.

12. Non-Endorsement

Nothing in this Agreement shall be interpreted as the District's endorsement of the Sponsor, its products, services, or organizational practices. Recognition is limited to that which is specified in Section 4 of this agreement.

SIGNATURES

For the District:

Name:

Title: Board Chair

Date:

For the Sponsor:

Name:

Title:

Date:

SCHEDULE A – Details of In-kind goods/Services

Itemized description of goods/services (if applicable)

Delivery timelines

Valuation method

XXXX: Equipment and In-kind Donations (A/P)

Approved: 24 09 10

Revised: 25 10 07

PURPOSE

To establish the District's approach to all types of donations, including cash, securities, real property, and bequests, in addition to equipment and in-kind goods.

SCOPE

This administrative procedure establishes the process for seeking, approving, and managing Donations in the Pacific Rim School District and is written to accompany the district's XXX: Donations and Corporate Sponsorship (P).

BACKGROUND

~~School District 70 Pacific Rim~~ Pacific Rim School District is registered with Canada Revenue Agency (CRA) as a charitable organization for the purpose of 'Advancement of Education' as defined in the *Income Tax Act* and is entitled to issue charitable receipts for income tax purposes for eligible donations. The Advancement of Education for charity purpose must include formal instruction or training of the mind, preparing a person for a job; or improving a useful branch of human knowledge. In addition, the Supreme Court of Canada has further established criteria to determine whether a purpose or activity is charitable as follows:

- There must be structure and a genuinely educational purpose.
- There must be a teaching or learning component.
- There must be a legitimate, targeted attempt to educate others.

PROCEDURE

A. General Donations

1. Definitions

"Donation" A voluntary gift of funds or resources with no expectation of recognition, benefit, or return.

"Sponsorship" A business or organization provides financial or in-kind support to the District, a school, or a program in exchange for recognition or other agreed benefits.

2. Guiding Principles

- Donations may be accepted at the school, administrative, or Board level, provided they comply with this AP and District policy.
- Donations must support the advancement of education, consistent with CRA and the *School Act*.
- Donations shall not compromise student safety, equity of access, or the neutrality of the District.
- Donations must be consistent with District values.
- Charitable receipts will only be issued in accordance with the *Income Tax Act* and CRA requirements.

2. Approval Levels

Where the Superintendent believes a donation could reasonably be perceived as controversial, the Superintendent will ensure the matter is considered.

- **\$0 - \$5,000**

Principals (or designates) / District Manager may accept donations of less than \$5,000, provided they comply with this AP. All such donations must be reported to the Secretary Treasurer for receipting and record-keeping.

- **\$5,001 - \$15,000**

The Superintendent may accept donations of up to \$15,000 directed to programs, departments, or District initiatives, subject to compliance with CRA rules and District standards (e.g., IT, Operations).

- **\$15,001 or greater**

The Board of Education must approve.

Note: Once accepted, all donations become the property of the District.

3. Eligible Donations

The District may accept:

- Cash contributions (cheque, EFT, credit card)
- In-kind goods (see Section B)
- Real property (land or buildings) subject to Board approval and *School Act* requirements
- Marketable securities or shares
- Bequests and endowments

4. Ineligible Donations

The District will not issue receipts or accept donations excluded under CRA rules, including: services, pledged donations, gift cards, lottery tickets, tuition/fees, or items with no educational value.

5. Recognition

Donors may be acknowledged publicly.

6. Monitoring & Reporting

- The Secretary Treasurer or their designate maintains a District-wide record of donations.
- Donations may be audited to ensure compliance with CRA and the *School Act*.
- An annual summary may be presented to the Board.

B. Donated Equipment and In-Kind Contributions

1. Acceptance of Donated Equipment

All equipment donations must be approved through the Secretary Treasurer's office before being accepted. The Secretary Treasurer or designate will review the application form with the appropriate departments and advise the school principal of its acceptance. The donated equipment will become property of the District upon acceptance. The wishes of the donor for the use and location of the donated equipment will be honoured as practicable.

- Once the Secretary Treasurer's office receives a request for donated equipment or labour and obtains local endorsement, the school principal (or designate) must complete a Donation Request Form to receive District support. Donation Request Forms are provided by the Finance Department.
- 1.2 All parties must understand that all donated equipment will become the property of the District upon acceptance.
- 1.3 Approval of the Director of Operations is required for all donated labour and equipment over \$2,000.
- 1.4 Approval from the Manager of Information and Technology (IT) is required for all donated IT and information systems equipment over \$1,000.
- 1.5 The District assumes no obligations to maintain or replace donated equipment. Projects involving donations of equipment must undergo a technical evaluation by staff to determine:
 - Suitability for the intended purpose

- Related costs, such as availability of power/water, physical changes to the building/grounds, etc.
- Safety considerations
- Conformity with the District's equipment standardization
- Compliance with relevant codes

2. Donations In Kind

- ~~2.1~~ Donations of equipment, furnishings and site improvements can only be accepted, and a charitable receipt issued after the charitable purpose is confirmed pursuant to this procedure and:
 - ~~2.1.1~~ Equipment donations have a program use which is acknowledged by management responsible for the program.
 - ~~2.1.2~~ The goods must be for educational purposes not for resale.
 - ~~2.1.3~~ Fair market value is at least \$250 and the cost to substantiate fair market value does not exceed the donation value.
 - ~~2.1.4~~ Fair market value has been substantiated as noted below and agreed to by the donor.
 - ~~2.1.5~~ Equipment must be of a standard acceptable to the District including considerations of technical compliance, capable of being operated and repaired at a reasonable cost.
- ~~2.1~~ The fair market value of donations-in-kind will be determined and communicated to Corporate and Financial Services for:
 - ~~2.2.1~~ computers and other information technology equipment – by IT Department; and
 - ~~2.2.2~~ all other donations-in-kind – by the Director of Operations.
- ~~2.3~~ Computers and other information technology equipment must be delivered to the IT Department for evaluation (i.e., not received by District offices and schools) before fair market value can be determined. Such equipment must be clearly labeled as to the identity of the donor and the designated school when shipped to the IT Department.
- ~~2.4~~ Goods that are unused must be donated with the accompanying vendor receipt as proof of valuation.
- ~~2.5~~ Goods that are not new must be donated with an accompanying appraisal:
 - ~~A)~~ If the item(s) is valued at more than \$1,000, a professional appraisal must be provided by a third party with expertise in the field of the donated good.

- B) If the item is valued at less than \$1,000, an employee of the District with sufficient knowledge of the property may determine its value.
- 2.6 Charitable receipts for donation-in-kind will not be produced until there is confirmation that the goods have been received.

3. Ineligible Donations

- CRA has determined that not all gifts qualify as charitable donations that give rise to a tax receipt. Items that do not qualify include, but are not limited to:
 - Cash received in loose collections where the donor cannot be identified,
 - Donations of services,
 - Donations of second-hand clothing,
 - Donations of furniture and equipment with no educational value,
 - Gift certificates or cards,
 - Pledged donations,
 - Lottery tickets,
 - Tuition and membership fees, and
 - Payment of a basic fee for admission to an event or program
- 3.2 Gifts from a Foundation, by definition, do not have charitable donation receipts issued.

RESOURCES AND REFERENCES

School Act (RSBC 1996, c. 412) – ss. 85, 96, 99

CRA Guidance: Income Tax Act – IT-110R3, Charitable Receipting

Pacific Rim – Donations and Corporate Sponsorships (P)

Pacific Rim – Corporate Sponsorship (AP)

Nanaimo Ladysmith School District Admin Procedure 514- Donated Equipment

Coquitlam School District 43 Admin Procedure 517 – Charitable Donations

SD62 Sooke – Sponsorships and Donations

SD23 Central Okanagan – Policy 735 Advertising & Sponsorship

SD36 Surrey – Policy 10800 Education Business Community Partnerships

Equipment Donation Form

Donor Information:

- Name: _____
- Address: _____
- Phone Number: _____
- Email: _____

Equipment Details (include a picture of the item and other supporting documentation for price i.e.: online sales figures):

- Type of Equipment: _____

- Brand/Model: _____
- Serial Number (if applicable): _____
- Age/Condition: _____
- Estimated Value: _____

Donation Details:

- Date of Donation: _____
- Purpose of Donation (e.g., for use in programs, resale, etc.): _____

- Special Instructions/Restrictions (if any): _____

Acknowledgement:

- I certify that the above information is accurate to the best of my knowledge.

Agreement to Terms:

- I understand that all donated equipment becomes the property of the school district upon acceptance.
- I confirm that the equipment is being donated for educational purposes and not for resale.
- I agree to the terms and conditions outlined in the equipment donation procedure.

Signature: _____ Date: _____
(Principal)

Signature: _____ Date: _____
(Director of Operations or Manager of IT approval)

Signature: _____ Date: _____
(Secretary Treasurer or designate)

3307: ~~FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT~~ PRIVACY MANAGEMENT PROGRAM PROCEDURES (AP)

Approved: 19.10.08
Approved: 24 04 23
Revised: 25 10 07

POLICY

~~The Board of Education is committed to meeting its commitments of both the protection of personal information as well as the disclosure of appropriate information under the Freedom of Information and Protection of Privacy Act (FIPPA).~~

~~For the purposes of FIPPA, the head of the School District is deemed to be the Superintendent of Schools. The Superintendent may delegate this authority to a privacy officer as assigned by them.~~

ADMINISTRATIVE PROCEDURES

1.0 — GENERAL

~~References: Freedom of Information and Privacy Act — Sections 75-77~~

1. PURPOSE

As a public body that is subject to the British Columbia Freedom of Information and Protection of Privacy Act (the “Act” or FIPPA), the Pacific Rim School District (“School District”) is committed to upholding the principles of privacy, transparency and accountability.

The School District recognizes the fundamental importance of maintaining the privacy and security of the Personal Information that it collects, uses and discloses in the course of its operations and programs.

The School District also acknowledges and supports transparency with the community by facilitating access to School District records and information in accordance with the requirements of the Act.

2. DEFINITIONS

Where used in this Administrative Procedure, the following terms have the following meanings:

“Consent” means express written consent to the collection, use or disclosure of personal information;

“FIPPA” means the BC Freedom of Information and Protection of Privacy Act, and regulations thereto;

“Head” means the Superintendent, and includes any person to whom the Head has delegated (in writing) their powers to act as Head;

“Personal Information” means recorded information about an identifiable individual, but excludes a person’s business contact information;

“Procedures” means procedures enacted by the School District under its Privacy Policy;

“Records” include any paper or electronic media used to store or record information, including all paper and electronic records, books, documents, photographs, audio or visual recordings, computer files, email and correspondence;

“Staff” means all persons employed or engaged by the School District to carry out its operations, and includes independent contractors and volunteers.

3. PRINCIPLES

School District Staff are responsible for:

- a. making reasonable efforts to familiarize themselves with this Procedure and the requirements of FIPPA, including by participating in privacy training initiatives offered by the School District;
- b. following responsible information management practices to ensure that the School District collects, uses and discloses Personal Information in compliance with FIPPA and other applicable laws;
- c. seeking at all times to protect Personal Information against unauthorized collection, use and disclosure, including by limiting the sharing of sensitive Personal Information on a need-to-know basis;
- d. cooperating with School District procedures to facilitate the appropriate release of Records within its custody or control in response to requests received from members of the community under FIPPA;
- e. cooperating with School District procedures for the completion of Privacy Impact Assessments; and
- f. reporting privacy breaches to the School District in accordance with the School District’s Procedures.

4. ACCOUNTABILITY

The Superintendent is the “Head” of the School District for the purposes of FIPPA and is responsible for the implementation of this Procedure. The Head is responsible for

appointing, overseeing and, if appropriate, delegating responsibility to a Privacy Officer(s) for the School District to supervise its Personal Information Management program.

5. COMMITMENT TO PRIVACY PROTECTION

The School District protects the privacy of students, staff and individuals whose Personal Information it collects, uses, shares and retains, and expects all Staff to follow responsible information management practices to ensure that the School District fully complies with its obligations under FIPPA and other applicable laws.

The School District and Staff respect the privacy and confidentiality of Personal Information entrusted to them in the course of their duties and collect, use and disclose Personal Information only where authorized by FIPPA.

6. PURPOSES FOR COLLECTING PERSONAL INFORMATION

The School District communicates the purposes for which Personal Information is collected at or before the time the information is collected, unless otherwise permitted or required by FIPPA.

- a. In the ordinary course of carrying out its programs and activities, the School District collects Personal Information of its students for purposes including:
 - i. registration, enrollment and transfer of students;
 - ii. to provide and deliver educational programs and services;
 - iii. to accommodate students with special needs;
 - iv. to communicate with students and respond to inquiries or complaints;
 - v. to prepare and provide assessments of student performance;
 - vi. to supervise and ensure the safety and security of the School District (such as through the use of video surveillance);
 - vii. to investigate and respond to accidents, safety events, misconduct and similar incidents;
 - viii. to ensure compliance with applicable School District bylaws, policies and other laws;
 - ix. to make all required reports and filings to the Ministry of Advanced Education; and
 - x. for other purposes set out in the Procedures or required under applicable laws.
- b. In the ordinary course of carrying out its employment programs and activities, the School District collects the Personal Information of prospective, current and former Staff for purposes including:
 - i. hiring and recruitment;
 - ii. to manage and administer the employment relationship;
 - iii. communicating with authorized union representatives;

- iv. to administer employment compensation and benefits;
- v. to evaluate performance and manage disciplinary incidents;
- vi. to supervise and ensure the safety and security of the School District (such as through the use of video surveillance);
- vii. to investigate and respond to accidents, safety events, misconduct and similar incidents;
- viii. to ensure compliance with applicable School District policies and other applicable laws; and
- ix. for other purposes set out in the Procedures or required under applicable laws.

7. COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION:

The School District limits the Personal Information it collects to information to what is related to and necessary in order to carry out its programs and activities or for other purposes authorized by FIPPA.

The School District seeks to collect Personal Information by fair, lawful and transparent means, including by collecting Personal Information directly from the individual, except where otherwise authorized by FIPPA.

The School District seeks to inform individuals from whom it collects Personal Information about the purposes for which the information is being collected, the legal authority for collecting it and the name and contact information of someone at the School District who can answer questions about the collection and use of the information;

The School District limits the internal and external use and sharing of Personal Information to what is required and authorized by FIPPA or consented to by the individual.

The School District only uses or discloses Personal Information for the purpose for which it was collected, except with the individual's consent or as otherwise required or permitted by FIPPA or other laws.

8. SECURING PERSONAL INFORMATION:

The School District protects Personal Information by ensuring it has reasonable security safeguards in place which are appropriate to the sensitivity of the information. Such security safeguards shall include consideration of physical security, organizational security and electronic security.

All Staff have a duty to protect the privacy and security of Personal Information collected and used by them as part of their ongoing employment responsibilities, including by complying with the terms of this Procedure, and all related Procedures.

The School District provides training to all Staff to ensure they have the requisite knowledge to ensure compliance with the terms of this Procedure and the FIPPA.

9. RETENTION:

The School District does not seek to retain Personal Information longer than necessary to satisfy the School District's applicable operational, instructional, financial and legal needs.

Personal information that is no longer required for administrative, operational, financial, legal or historical purposes shall be securely destroyed in a confidential manner in accordance with School District policies and approved record retention protocols.

10. ACCURACY AND CORRECTION:

The School District shall make reasonable efforts to ensure the accuracy of the Personal Information that they collect and use in the course of performing their duties.

Individuals have the right to request the correction of their Personal Information, and the School District will receive and respond to such requests in accordance with the FIPPA and School District Procedures.

11. ACCESS TO INFORMATION:

The School District supports appropriate transparency and accountability in its operations by making information available to the public as permitted or required under FIPPA.

The Head shall, on at least an annual basis, consider and designate categories of Records that will be made available to the public without the need to make a request in accordance with FIPPA.

The School District recognizes that individuals may make requests for access to Records within the custody and control of the School District, and the School District will respond to such requests in accordance with FIPPA and the Procedures.

The School District recognizes that individuals have a right to access their own Personal Information within the custody and control of the School District and will facilitate such access in accordance with the requirements of FIPPA.

The District may charge a fee for information provided to requesters. Fees will not be charged where prohibited by statute or where access is required by students and/or their parent or legal guardian in order for a student to receive an educational program. Fees may be waived in cases of hardship or to ensure that effective public access is not hindered. ~~Unless information is produced expressly for the purpose of sale, fees may not exceed the cost of producing the information.~~

12. COMPLAINTS AND INQUIRIES

Questions or complaints about the School District's information management practices should be directed to the district's Privacy Officer.

The School District will respond to all complaints in writing.

An individual who is not satisfied with the district's practices or response regarding Personal Information may also write to the Information and Privacy Commissioner of British Columbia:

Officer of the Information and Privacy Commissioner for British Columbia
PO Box 9038, Stn. Prov. Govt. Victoria, BC V8W 9A4
Phone: (250) 387-4629
Fax: (250) 387-5629
Email: info@oipc.bc.ca.

REFERENCES AND RESOURCES

[Freedom of Information and Protection of Privacy Act](#), R.S.B.C. 1996, c. Part 3; [s. 66\(1\)](#); [s. 75-77](#), [36.2](#)

[School Act](#), R.S.B.C. 1996, c. 412 sections 9, 79(3)

[Privacy Management Program Direction](#) (Direction 02/2022)

[Student Records Disclosure Order](#)(M14/91)

XXX: Privacy Management Program Policy (P)

XXXX: Privacy Impact Assessments Procedures (AP)

Records Retention (AP)

Focused Education Resources – Privacy Management Program Manual

School District No's 61, 36, 23 Privacy Management Programs

Nanaimo Ladysmith Public School

XXXX: PRIVACY IMPACT ASSESSMENTS (AP)

Created: 25 10 07

1. PURPOSE

Pacific Rim School District ("School District") is responsible for ensuring that it protects the Personal Information within its custody and control, including by complying with the provisions of the *Freedom of Information and Protection of Privacy Act* (FIPPA).

FIPPA requires that the School District conduct a Privacy Impact Assessment (PIA) to ensure that all collection, use, disclosure, protection and processing of Personal Information by the School District is compliant with FIPPA.

A PIA is an in-depth review of any new or significantly revised initiative, project, activity or program to ensure that it is compliant with the provisions of FIPPA, to identify and mitigate risks arising from the initiative and to ensure that the initiative appropriately protects the privacy of individuals.

The purpose of this Procedure is to set out the School District's process for conducting PIAs in accordance with the provisions of FIPPA.

2. DEFINITIONS

"Employees" means the employees, contractors and volunteers of the School District.

"Head" means the Superintendent of the School District or any person to whom the Superintendent has delegated their powers under this Procedure.

"Initiative" means any enactment, system, project, program or activity of the School District.

Personal Information means any recorded information about an identifiable individual that is within the control of the School District and includes information about any student or any Employee of the School District. Personal Information does not include business contact information, such as email address and telephone number, that would allow a person to be contacted at work.

"PIA" means a Privacy Impact Assessment performed in accordance with the requirements of FIPPA;

"Privacy Officer" means the individual(s) who has been designated by the Head as the Privacy Officer(s) for the School District.

“Responsible Employee” means the Department Head or other Employee who is responsible for overseeing an Initiative, and in the event of doubt, means the Employee designated in the PIA as the Responsible Employee;

“Supplemental Review” means an enhanced process for reviewing the privacy and data security measures in place to protect sensitive Personal Information in connection with an Initiative involving the storage of Personal Information outside of Canada.

3. SCOPE & RESPONSIBILITY

This Procedural applies to all new and significantly revised Initiatives of the School District.

All employees of the School District are expected to be aware of and follow this Procedure in the event that they are involved in a new or significantly revised Initiative.

Departments and management employees are responsible to plan and implement new or significantly revised Initiatives in accordance with the requirements of this Procedure.

4. RESPONSIBILITIES OF THE HEAD

The administration of this Procedure is the responsibility of the Superintendent, who is the “head” of the School District for the purposes under FIPPA. The Head may delegate any of their powers under this Procedure or FIPPA to other School District Employees by written delegation.

5. RESPONSIBILITIES OF THE PRIVACY OFFICER

The Privacy Officer is responsible to, in consultation with the Head, ensure that all PIAs and Supplemental Reviews are completed in accordance with the requirements of FIPPA and this Procedure.

6. RESPONSIBILITIES OF ALL EMPLOYEES

Any Employees responsible for developing or introducing a new or significantly revised Initiative that involves or may involve the collection, use, disclosure or processing of Personal Information by the School District must report that Initiative to the Privacy Officer at an early stage in its development.

All Employees involved in a new or significantly revised Initiative will cooperate with the Privacy Officer and provide all requested information needed to complete the PIA.

All Employees will, at the request of the Privacy Officer, cooperate with the Privacy Officer in the preparation of any other PIA that the Privacy Officer decides to perform.

7. THE ROLE OF THE RESPONSIBLE EMPLOYEE

Responsible Employees are responsible for:

- a. ensuring that new and significantly revised Initiatives for which they are the Responsible Employee are referred to the Privacy Officer for completion of a PIA;
- b. supporting all required work necessary for the completion and approval of the PIA;
- c. being familiar with and ensuring that the Initiative is carried out in compliance with the PIA; and
- d. requesting that the Privacy Officer make amendments to the PIA when needed and when significant changes to the initiative are made.

8. INITIATIVES INVOLVING THE STORAGE OF PERSONAL INFORMATION OUTSIDE OF CANADA

- a. Employees may not engage in any new or significantly revised Initiative that involves the storage of Personal Information outside of Canada until the Privacy Officer has completed and the Head has approved a PIA and any required Supplemental Review.
- b. The Responsible Employee or Department may not enter into a binding commitment to participate in any Initiative that involves the storage of Personal Information outside of Canada unless any required Supplemental Review has been completed and approved by the Head.
- c. It is the responsibility of the Privacy Officer to determine whether a Supplemental Review is required in relation to any initiative, and to ensure that the Supplemental Review is completed in accordance with the requirements of FIPPA.
- d. The Head is responsible for reviewing and, if appropriate, approving all Supplemental Reviews and in doing so must consider risk factors including:
 - i. the likelihood that the Initiative will give rise to an unauthorized, collection, use, disclosure or storage of Personal Information;
 - ii. the impact to an individual of an unauthorized collection, use, disclosure or storage of Personal Information;
 - iii. whether the Personal Information is stored by a service provider;
 - iv. where the Personal Information is stored;
 - v. whether the Supplemental Review sets out mitigation strategies proportionate to the level of risk posed by the Initiative.
- e. Approval of a Supplemental Review by the Head shall be documented in writing.

9. CONTACT INFORMATION

Questions or comments about this procedure may be addressed to the district's Privacy Officer.

REFERENCES AND RESOURCES

Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. Part 3; s. 66(1); s. 75-77, 36.2

School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3)

Privacy Management Program Direction (Direction 02/2022)

Student Records Disclosure Order(M14/91)

XXX: Privacy Management Program Policy (P)

3307: Privacy Management Program Procedures (AP)

XXXX: Privacy Breach Management Procedures (AP)

Records Retention (AP)

Focused Education Resources – Privacy Management Program Manual

School District No's 61, 36, 23 Privacy Management Programs

XXXX: PRIVACY BREACH MANAGEMENT (AP)

Created: 25 10 07

1. PURPOSE

Pacific Rim School District is committed to ensuring the protection and security of all personal information within its control. That commitment includes responding effectively and efficiently to privacy breach incidents that may occur.

The purpose of this Procedure is to set out the School District's process for responding to significant privacy breaches and to comply with its notice and other obligations under the *Freedom of Information and Protection of Privacy Act* (FIPPA).

2. DEFINITIONS

“Head” means the Superintendent and includes any person to whom the Head has delegated their powers by written instrument.

“Personal Information” means any recorded information about an identifiable individual that is within the control of the School District and includes information about any student or any staff member of the School District. Personal Information does not include business contact information, such as email address and telephone number, that would allow a person to be contacted at work.

“Privacy Breach” means the theft or loss of or the collection, use or disclosure of Personal Information not authorized by FIPPA, and includes cyber and ransomware attacks and other situations where there are reasonable grounds to believe that any such unauthorized activities have taken place or there is a reasonable belief that they will take place.

“Privacy Officer” means the person designated by the Head as Privacy Officer for the School District;

“Records” means books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or other mechanism that produces records;

“Staff” means the employees, contractors and volunteers of the School District.

3. SCOPE & RESPONSIBILITY

All staff of the School District are expected to be aware of and follow this Procedure in the event of a privacy breach. This Procedure applies to all employees, contractors and volunteers of the School District Staff.

4. RESPONSIBILITY OF THE HEAD

The administration of this Procedure is the responsibility of the Superintendent of the School District, who is the “head” of the School District for the purposes under FIPPA. The Head may delegate any of their powers under this Procedure or FIPPA to other School District Personnel by written delegation.

5. RESPONSIBILITIES OF STAFF

All Staff must without delay report all actual, suspected or expected Privacy Breach incidents of which they become aware in accordance with this Procedure. All Staff have a legal responsibility under FIPPA to report Privacy Breaches to the Head.

Privacy Breach reports may also be made to the Privacy Officer, who has delegated responsibility for receiving and responding to such reports.

If there is any question about whether an incident constitutes a Privacy Breach or whether the incident has occurred, Staff should consult with the Privacy Officer.

All Personnel must provide their full cooperation in any investigation or response to a Privacy Breach incident and comply with this Procedure for responding to Privacy Breach incidents.

Any member of Staff who knowingly refuses or neglects to report a Privacy Breach in accordance with this Procedure may be subject to discipline, up to and including dismissal.

6. PRIVACY BREACH RESPONSE

Step One – Report and Contain

Upon discovering or learning of a Privacy Breach, all Staff shall:

- i. Immediately report the Privacy Breach to the Head or to the Privacy Officer.
- ii. Take any immediately available actions to stop or contain the Privacy Breach, such as by:
 - isolating or suspending the activity that led to the Privacy Breach; and
 - taking steps to recover Personal Information, Records or affected equipment.
- iii. Preserve any information or evidence related to the Privacy Breach in order to support the School District’s incident response.

Upon being notified of a Privacy Breach, the Head or the Privacy Officer in consultation with the Head, shall implement all available measures to stop or contain the Privacy Breach. Containing the Privacy Breach shall be the first priority of the Privacy Breach response, and all Staff are expected to provide their full cooperation with such initiatives.

Step Two – Assessment and Containment

The Privacy Officer shall take steps to, in consultation with the Head, contain the Privacy Breach by making the following assessments:

- i. the cause of the Privacy Breach;
- ii. if additional steps are required to contain the Privacy Breach, and, if so, to implement such steps as necessary;
- iii. identify the type and sensitivity of the Personal Information involved in the Privacy Breach, and any steps that have been taken or can be taken to minimize the harm arising from the Privacy Breach;
- iv. identify the individuals affected by the Privacy Breach, or whose Personal Information may have been involved in the Privacy Breach;
- v. determine or estimate the number of affected individuals and compile a list of such individuals, if possible; and
- vi. make preliminary assessments of the types of harm that may flow from the Privacy Breach.

The Head, in consultation with the Privacy Officer, shall be responsible for, without delay, assessing whether the Privacy Breach could reasonably be expected to result in significant harm to individuals (“Significant Harm”). That determination shall be made with consideration of the following categories of harm or potential harm:

- i. bodily harm;
- ii. humiliation;
- iii. damage to reputation or relationships;
- iv. loss of employment, business or professional opportunities;
- v. financial loss;
- vi. negative impact on credit record,
- vii. damage to, or loss of, property,
- viii. the sensitivity of the Personal Information involved in the Privacy Breach; and
- ix. the risk of identity theft.

Step Three – Notification

If the Head determines that the Privacy Breach could reasonably be expected to result in Significant Harm to individuals, then the Head shall make arrangements to:

- i. Report the Privacy Breach to the Office of the Information and Privacy Commissioner; and
- ii. Provide notice of the Privacy Breach to affected individuals, unless the Head determines that providing such notice could reasonably be expected to result in grave

or immediate harm to an individual's safety or physical or mental health or threaten another individual's safety or physical or mental health.

If the Head determines that the Privacy Breach does not give rise to a reasonable expectation of Significant Harm, then the Head may still proceed with notification to the affected individual if the Head determines that notification would be in the public interest or if a failure to notify would be inconsistent with the School District's obligations or undermine public confidence in the School District.

Determinations about notification of a Privacy Breach shall be made without delay following the Privacy Breach, and notification shall be undertaken as soon as reasonably possible. If any law enforcement agencies are involved in the Privacy Breach incident, then notification may also be undertaken in consultation with such agencies.

Step 4 - Prevention

The Head, or the Privacy Officer in consultation with the Head, shall complete an investigation into the causes of each Breach Incident reported under this Procedure, and shall implement measures to prevent recurrences of similar incidents.

7. CONTACT INFORMATION

Questions or comments about this Policy may be addressed to the district's Privacy Officer.

REFERENCES AND RESOURCES

Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. Part 3; s. 66(1); s. 75-77, 36.2

School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3)

Privacy Management Program Direction (Direction 02/2022)

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3307: Privacy Management Program Procedures (AP)

XXXX: Privacy Impact Assessments Procedures (AP)

XXXX: Records Retention (AP)

Focused Education Resources – Privacy Management Program Manual

School District No's 61, 36, 23 Privacy Management Programs

1400: SMOKE FREE ENVIRONMENT (AP)

Approved: 90 10 02
Amended: 16 04 26
Amended: 19 02 12
Amended: 25 09 23
Revised: 25 10 07

POLICY

~~The Board of Education recognizes the need to protect the health, safety and welfare of its students, employees and other users of its buildings and properties with respect to the use of tobacco and smokeless tobacco products. Smoking, Vaping Devices, Electronic Cigarette, Vapour and other tobacco use is prohibited anywhere on school property at any time.~~

~~Smoking, use of tobacco, electronic cigarettes, vaping device and vapour products is prohibited in all School Board owned buildings, grounds and vehicles. This applies to all students, employees, parents, users, renters, contractors and community members at all times, including evenings and weekends.~~

Reference:

- ~~Bill 10, Tobacco Sales (Banning Tobacco and Smoking in Public Places and Schools), Amendment Act, 2007, Section 2.2.~~
- ~~Tobacco and Vapour Products Control Act – No tobacco or vapour product use on school property.~~

This Policy applies to: **Smoking, tobacco, marijuana, electronic cigarettes, vaping devices and vapor products are prohibited in all School Board owned buildings, grounds and vehicles.**

This applies to:

- Students
- School employees
- Parents
- School visitors, on-site workers and guests
- Anyone attending non-school activities in schools or on school grounds (user groups)
- Anyone in school vehicles
- Anyone in private vehicles parked on school property
- ~~All tobacco products, not just cigarettes (including e-cigarettes)~~

ADMINISTRATIVE PROCEDURES

- 1.1 “NO SMOKING and Vaping” signs shall be prominently displayed in all buildings and on grounds.
- 1.2 The Director of Operations shall inform all support staff in the Facilities, Maintenance, Grounds and Transportation departments of this AP at the beginning of each school year.
- 1.3 “School property” includes School Board owned vehicles that are used for the purposes of delivering education programs, for transportation or used by the Maintenance Department.
- 1.4 This policy also applies to all user groups on school property. This will be conveyed to the user groups when applying for rental of facilities or grounds.
- 1.5 Students will not smoke, vape or use tobacco, marijuana or vapour products while on school property at any time; ~~within the established “smoke-free, vape-free zone” for each school while under the school’s jurisdiction;~~ or at any time while on school field trips, competitive events, extracurricular activities or any other school-related activity.

Students caught smoking or vaping on school property or during school related activity are subject to ~~a school suspension pursuant to Policy 510: Safe, Caring and Orderly Schools.~~ **the admin procedure for Safe, Caring and Orderly Schools.**

Students found in possession of a **smoking or** vaping device, ~~vapour products, and tobacco products~~ on school property or during any school related activity are subject to these items being confiscated by school administration. Parents/Guardians may request to recover confiscated property within a reasonable amount of time after confiscation.

REFERENCES:

- Pacific Rim School District XXX: Smoke Free Environment (P)
- Bill 10, Tobacco Sales (Banning Tobacco and Smoking in Public Places and Schools). Amendment Act, 2007, Section 2.2.
- BC Laws, Tobacco and Vapour Products Control Act – No tobacco or vapour product use on school property.
- Admin Procedure Safe Caring and Orderly Schools

3111: IDENTIFYING VESTS FOR NOON HOUR SUPERVISORS (AP)

Approved: 02 04 09

Revised: 25 10 07

POLICY

~~The Board of Education desires that students at schools during the noon lunch period be well supervised. To that end, the school district employs staff as Noon Hour Supervisors, and other school personnel are assigned noon supervision duties in addition to their regular tasks.~~

~~Students should be readily able to recognize a noon hour supervisor as performing that function, and able to effect rapid contact with that person in an emergency.~~

~~To assist in the recognition of employees performing supervision, all support staff personnel performing noon hour supervision duties shall wear identifying vests. Teachers and Principals/Vice Principals are not required to wear the identifying vest.~~

~~This policy is directed to all Elementary Schools, and may be directed to other schools by the Superintendent.~~

~~It is intended that a unique and distinctive vest to each school will be utilized. The district will purchase the initial supply of vests, and schools will purchase replacement vests. Parent Advisory Councils are welcome to assist with the purchase of vests at any time.~~

RESPONSIBILITIES

- The District will be responsible for employing staff as Noon Hour Supervisors.
- The School Administrators are responsible for assigning other personnel noon hour supervising duties in addition to their regular tasks.
- The district will purchase the initial inventory of identifying vests required for this service.
- The schools will be responsible for the continued replacement of these vests.
- Parent Advisor Councils are also welcomed to assist with the purchase of vests at any time

ADMIN PROCEDURE

1. This procedure is directed to all Elementary Schools and may be directed to other schools by the Superintendent.
2. It is intended that a unique and distinctive vest for each school will be utilized.

3. School Administrators will assign all noon hour supervisors their identifying vests at the beginning of each school year and maintain their stock and inventory appropriately throughout the year.
4. Noon hour supervisors will return their identifying vests to the School Administrators at the end of each school year.
5. If a new facility is identified needing noon-hour supervision, the district will purchase and supply the identifying vests required for the new service.

RESOURCES AND REFERENCES

Pacific Rim School District – XXX: Identifying Vests For Noon Hour Supervisors (P)

3122: USE OF SCHOOL EQUIPMENT (AP)

Approved: 86 11 18
Amended: 21 02 11
Revised: 25 10 07

POLICY

~~The Board of Education believes that equipment purchased for school use is to be used for educational purposes only.~~

~~School equipment shall not be removed from school premises for public or private use except by the specific approval of the Board of Education or its executive officers.~~

ADMINISTRATIVE PROCEDURE

There may be times when school equipment is used for non instructional purposes by users not involved in instructional activities. These occasions may be associated to event rentals or community events held within the School Districts facilities.

SCHOOL EQUIPMENT USE FOR EVENT RENTALS:

The use of school equipment for event rentals must be approved by the School Administration and Director of Operations.

As per the facility rental administrative procedures, the cost of replacing school equipment that has been worn out by normal use, may be covered by the percentage shared with the school through the event rental fee collection. In cases of user misuse, the renters will be responsible for replacing the equipment.

SCHOOL EQUIPMENT USE FOR NON-INSTRUCTIONAL USE:

The use of school equipment for non-instructional events such as sports tournaments and community events must be approved by the School Administrators.

Any school equipment damaged at these non-instructional events will be covered by the organization hosting this non-instructional event.

REFERENCES AND RESOURCES:

Pacific Rim School District - XXX: Use of School Equipment (P)
Rental Of District Facilities (AP)
Rental-ADSS (AP)

XXXX: Opioid Overdose Response (AP)

Draft: 25 07 02

BACKGROUND

This procedure on opioid overdose response, is intended to establish guidelines and procedures for the utilization of naloxone, an opioid antagonist or “reversal agent” administered by members of the School District in response to an opioid overdose emergency.

All schools in the Pacific Rim School District will maintain on-site naloxone in designated spots in each facility. To treat a suspected opioid overdose in a school setting, a staff member trained in opioid overdose response may administer naloxone to any student or staff suspected of having an opioid-related drug overdose. Further, the Emergency Health Services Act allows all health care professionals (regulated and non-regulated), first responders, and citizens to administer naloxone in non-hospital settings.

DEFINITIONS

Naloxone: Naloxone HCL (Narcan): pure opioid antagonist. Naloxone temporarily reverses the effects of opioids by competing for the same receptor sites. Naloxone is available in British Columbia without a prescription and is administered by injection into a muscle or internally.

Opioid: Depressant medication typically used for pain relief that has the potential to slow breathing and heart rate. They may be prescribed or obtained from an illicit market. Common opioids include heroin, fentanyl, oxycodone, codeine, morphine, methadone and hydromorphone.

Overdose: An overdose if a physiological event induced by the introduction of a substance or substances in the body of a person.

Opioid Overdose: An acute life-threatening event that requires medical assistance. Defined as the body’s response to excessive opioids which results in unconsciousness, respiratory depression and pinpoint pupils.

School Administrator: The individual in charge of the daily operations of the school.

Staff: Any employee employed by the School District.

Trained Opioid Overdose Responder: A School District staff member with Opioid Overdose Response training as recommended by the local health authority including the administration of the opioid antagonist naloxone.

PROCUREMENT OF NALOXONE

The Director of Operations will be responsible for the procurement of naloxone and replacing supplies prior to expiration dates.

At minimum, each school site should have following supplies contained within a naloxone kit:

Injectable Naloxone Kit		
Item	Manufacturer	Quantity
Naloxone Ampoules (0.4mg/mL)	NARCAN	3
Vanish Point Syringes – Retractable (3mL)	Various	3
Plastic ampoule breakers	Various	3
Nitrile Gloves	Various	1

Mask/Barrier Device	Various	1
Alcohol Swabs	Various	1

STORAGE OF NALOXONE

Naloxone kits will be stored with other emergency medical supplies for easy access when required. Naloxone will be stored in accordance with manufacturer's instructions. Inspection of the naloxone and ancillary kit item shall be conducted regularly including regular review of the expiration date

TRAINING

Opioid overdose response training including the administration of naloxone can be provided in person, virtually or through online courses. Recommended training resources:

[Naloxone Course | Toward the Heart](#)

Staff should be aware that overdose response, like many other emergency response protocols, may involve health and safety issues. District health and safety protocols should always be followed

SUSPECTED OPIOID OVERDOSE RESPONSE AND NALOXONE ADMINISTRATION

In the case of a suspected opioid overdose a Trained Opioid Overdose Responder shall follow the protocols outlined in their opioid overdose response training including the administration of naloxone.

IMPORTANT

- Call 9-1-1 immediately when an opioid overdose is suspected
- Naloxone can be administered by non-health care professionals before emergency assistance becomes available, BUT it is not a substitute for medical attention.

Even when naloxone is unavailable breaths can save a life.

1. Check for signs of overdose

- Breathing is slow, irregular or stopped
- Gurgling or snoring-like sound
- Pupils are very small/constricted/pinpoint
- Lips and nailbeds may be blue, skin cold and clammy
- Person is minimally responsive or unresponsive
- Slow or absent heart rate
- Person may be rigid or experience seizure
- Vomiting

2. Follow the SAVE ME step

Follow the **SAVE ME steps below to respond.**

If the person must be left unattended at any time, put them in the recovery position.





S
Stimulate
Unresponsive? **CALL 911**



A
Airway



V
Ventilate
1 breath every 5 seconds



E
Evaluate

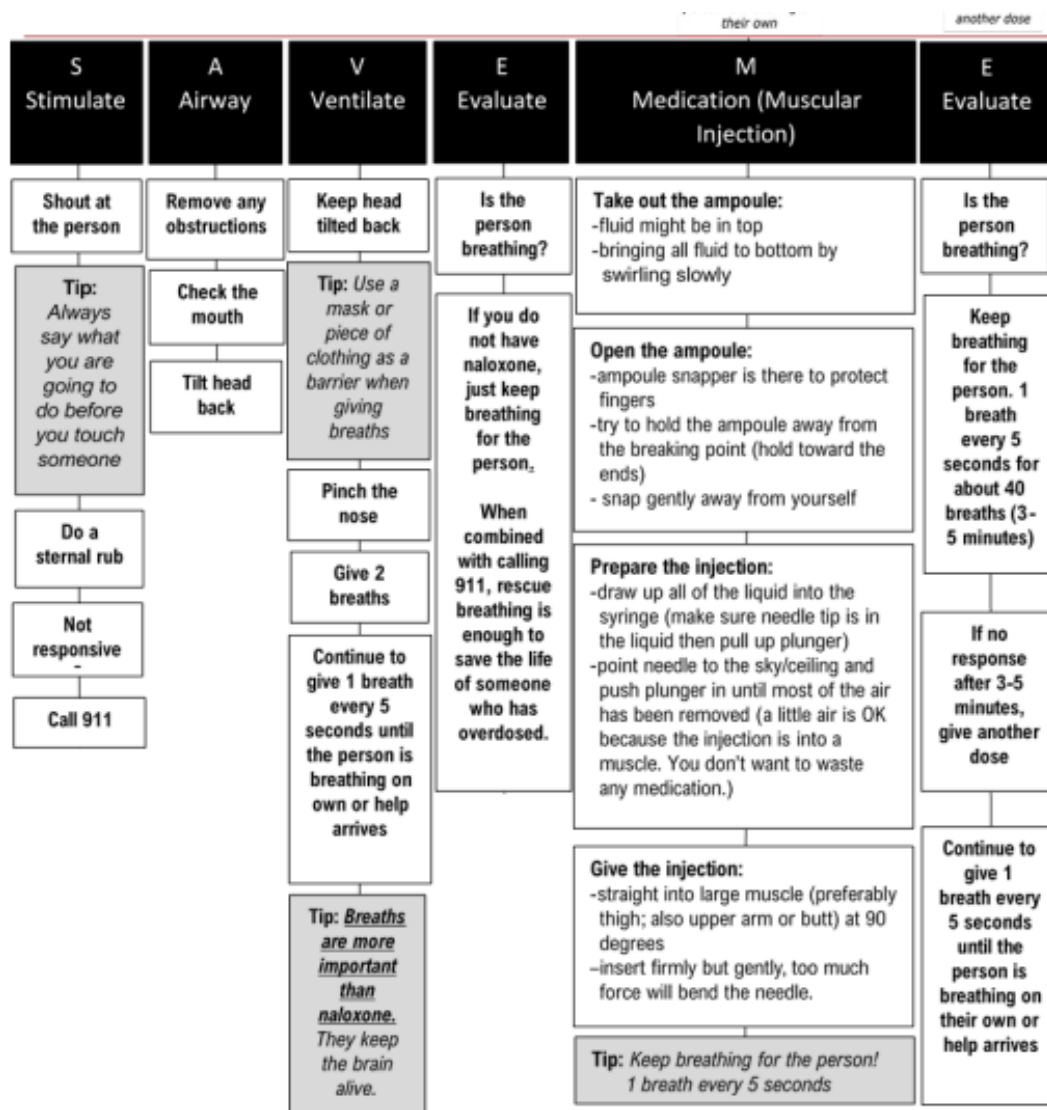


M
Muscular Injection
1 mL of naloxone



E
Evaluate
2nd dose?

Source: Toward the Heart - BC Center for Disease



3. Muscular Injection of Naloxone

Administering NARCAN™ Injectable



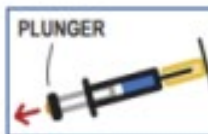
Take 1 ampoule out from the medicine bottle



Snap off the top of the ampoule. It will break in two pieces with little pressure.



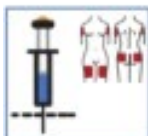
Swirl ampoule in circles to get all liquid to bottom



Unwrap syringe, put needle in liquid, pull up plunger. Try to draw up all of the ampoule's liquid into the syringe.



Push air out of syringe. Turn the needle facing tip-up, gently push the plunger until most of the air is pushed out.



Firmly push needle in thigh, butt, or upper arm muscle. Needle can go through clothes. Never put it in the heart.



Push plunger down hard. It will click and needle will retract.



Person still unresponsive after 3 – 5 minutes? Give another injection. Continue to give 1 breath every 5 seconds.

Continue to give 1 breath every 5 seconds.

Stay with the person until the ambulance arrives.

If you need to leave, or if the person becomes ill, put them in the recovery position:



4. AFTERCARE

- Tell first responders what happened. Be prepared to provide Emergency Services/First Responders information regarding suspected overdose and treatment provided.

5. POST – INCIDENT RESPONSE

- Overdose response incidents can be traumatic for those who respond to and witness overdose. The District Critical Incident Response and Debrief Protocols should be followed by an overdose.
- Proceed with all the required School District Health and Safety reporting.
- The Director of Operations will acquire supplies in a timely manner to restock naloxone kits.

Resources and References

Island Health
Towards the Heart program
BC Communicable Disease Control
Harm Reduction Services

XXXX: Automated External Defibrillator (AED)(AP)

Draft: 25 07 02

BACKGROUND

Automated external defibrillators (AEDs) may help people who have sudden cardiac arrest. To ensure that staff and students, as well as the public, have access to life- saving measures in the event of a cardiac arrest, an AED may be installed at a district site based on need.

DEFINITIONS

Automated external defibrillator (AED) is a portable device used to administer an electric shock to the heart and restore the heart's normal rhythm during sudden cardiac arrest.

Sudden cardiac arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction, causing a disturbance called ventricular fibrillation (VF) in the heart's electrical rhythm leading to cessation of the heart's normal function of pumping blood.

PROCEDURES

1. AEDs used in the workplace are considered first aid equipment under Occupational Health and Safety Regulation 296/97.
2. Designated first aid attendants must review the AED manufacturer's requirements for use, maintenance and inspections (refer to the manufacturer's user manual).
3. AEDs in schools are intended primarily for use by designated first aid attendants and secondarily for use by staff or members of the general public. Under the Good Samaritan Act, persons are not liable for rendering emergency care including the use of an AED. Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience.
4. AED Inspections
 - 4.1. Inspection will be completed during worksite safety inspections by a designated first aid attendant or a Safety Committee member or by the principal.
5. Maintenance and Replacement
 - 5.1. Maintenance and replacement costs will be provided by the Occupational Health and Safety Officer.
6. The Health and Safety Officer will ensure the following:
 - 6.1. AED meets Health Canada's Medical Device Regulations.
 - 6.2. AED is approved by Canadian Standards Association (CSA).
 - 6.3. Notification to the Island Health Authority of type and location of AED.
 - 6.4. Establishment of procedures for the monitoring and maintenance of the AED.

Resources and References

Schools Act Sections 20, 22, 65 & 85

5200: MEDICAL TREATMENT OF STUDENTS (AP)

XXXX: Administration of Medication and Student Health Support (A/P)

Approved: 85 02 05

Amended: 99 06 22

Draft: 25 05 13

Draft: 25 10 07

POLICY

The Board of Education recognizes its responsibility to ensure that pupils of school age attend school and that some of these pupils may be in need of certain prescribed medication. In those cases where a pupil requires prescribed medication for reasons related to his/her health during school activities, the administration of such medication shall be the responsibility of the principal of the school. It shall be the responsibility of the parent to bring the matter to the principal's attention.

The number of life threatening allergies, especially to peanut products is increasing. Anaphylaxis, the medical term for "allergic shock" or "generalized allergic reaction" can be rapid and fatal. The safety of anaphylactic children in a school setting depends upon the cooperation of the entire school community. Schools are expected to develop procedures to minimize risks of exposure for such students. It is the responsibility of parents with anaphylactic children to identify their children to the school principal.

The administration of medication must be carried out in accordance with the provisions of the regulations of this policy. Until such provisions are arranged, medication should not be administered, even though this may result in a child being absent from school for a few days.

ADMINISTRATIVE PROCEDURES

1.0 MEDICAL ALERT FORMS

1.1 At the beginning of each school year all parents or legal guardians should be notified of their responsibility to complete or update "Medical Alert Forms" and/or the Request for Administration of Medication at School Form" if they have children with medical conditions requiring precautionary treatment or medication at school.

1.2 Forms should be kept in an easily accessible location.

1.3 Teachers on-call and substitute Education Assistants should be informed of the medical problems of students in their classes.

1.4 When a student moves from one school to another the receiving school should be made aware of medical alert information.

2.0 ADMINISTRATION OF MEDICATION

2.1 Medication will be administered by school personnel only upon completion and receipt of a "Request for Administration of Medication at School" form signed by the parent or legal guardian and physician.

2.1.1 These forms are to be updated each September and/or if there is a change in medication, including dosage.

2.1.2 Forms are to be kept in student files and with the medication.

2.2 It is the parent's or legal guardian's responsibility to have medication delivered to the school in a properly labeled prescription container.

2.3 Medication should be stored in a safe location determined by the principal.

2.4 A record sheet for the administration of medication for each student shall be maintained in the location where medication is stored, such sheet to show date, time and dose of each medication administration, any other pertinent information and the initials of the administering person.

2.5 If any concerns regarding the administration of medication become evident, the principal shall contact the attending physician.

2.6 Where a student may require medication in an emergency situation, for example an injection of adrenaline for an allergic reaction, the principal shall make all staff who normally supervise the student aware of this fact and the steps to be taken should such an emergency occur.

2.7 School staff supervising field trips must be aware of any student requiring medication during this period and administer the medication under the same guidelines as at school

2.8 Bus drivers must be informed about any students who may require emergency medication while on the bus. It is the parent or guardian's responsibility to ensure that emergency medication is available on the bus except where the school provides it for field trips as in 2.7.

2.9 Non-prescription medication will not be dispensed by the school.

2.10 The Public Health Nurse may be contacted for assistance in interpreting information or for training of staff.

3.0 ANAPHYLAXIS

3.1 Parents and legal guardians with anaphylactic children hold the responsibility to identify their child(ren) to the school principal and to complete and annually update the required forms. The student should wear a medic-alert bracelet which identifies specific allergies.

3.2 All staff members (teaching and non-teaching) should be made aware that a child with life-threatening allergies is attending their school, and the child should be clearly identified.

3.3 The principal should ensure that in-service is provided annually to school personnel, where students with life-threatening allergies are enrolled, on how to recognize and treat anaphylactic reaction, on school procedures to protect anaphylactic children from exposure, and on school protocol for responding to emergencies. Procedures should be posted in clearly visible locations.

3.4 The school should inform students and parents of the presence of a student with life-threatening allergies in their child's school and the measures being taken to protect the student. A letter should be sent home at the beginning of the year asking parents to cooperate with measures being taken to protect the student.

3.5 Schools should establish allergenic-free eating areas and safe eating-area procedures. Strategies for minimizing the risk of exposure without depriving the anaphylactic child of normal peer interactions are described in "Anaphylaxis: A Handbook for School Boards" available in each school.

3.6 Teachers, particularly in the primary grades, should be made aware of the possible presence of allergens in curricular materials. (e.g. playdough, beanbags, stuffed toys).

3.7 An individual emergency plan should be developed for each anaphylactic child. **School personnel should be encouraged to listen to the child as they usually know when a reaction is taking place.** There is no danger in reacting too quickly. Emergency plans should include procedures to:

3.7.1. Communicate the emergency rapidly to a staff person trained in the use of the auto-injector.

3.7.2. Administer the auto-injector (NOTE: Although most anaphylactic children learn to administer their own medication by about age 8, individuals of any age may require help during the reaction because of the rapid progression of symptoms, or because of the stress of the situation.) Adult supervision is required.

3.7.3. Telephone immediately for an ambulance and inform the emergency operator that a child is having an anaphylactic reaction.

3.7.4. Telephone the hospital to inform that a child having an anaphylactic reaction is en route.

3.7.5. Telephone the parents of the child.

3.7.6. Re-administer epinephrine once while waiting for the ambulance, if breathing does not improve or if symptoms reoccur.

3.7.7. Assign a staff person to take on extra auto-injector, accompany the child to the hospital, and stay with him or her until a parent or guardian arrives.

AP5200: Appendix I – Request for Administration of Physician Prescribed Medication

School:	Teacher:	Grade:
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A _____ To be completed by PARENT OR GUARDIAN

Student's Name:	Birthdate:	
Mother's Name:	Work Phone:	Home Phone:
Father's Name:	Work Phone:	Home Phone:
Emergency Contact:	Work Phone:	Home Phone:
Physician's Name:	Phone:	

Describe the medical condition which requires medication to be given within school hours:

B _____ To be completed by the attending Physician

Medication Name	Dosage	Directions for use and storage

Additional comments (possible reactions, consequences of missed dose)

I consider that the above medication and administration thereof during the school day to be in the best interest of the above named pupil, and hereby authorize its administration by the school principal or his/her designate.

Physician's Signature _____ Date: _____

C _____ To be completed by parent or guardian

I hereby authorize the school principal or his/her designate to administer the medication as described above to my son/daughter and to contact the physician named above should there be any further questions or concerns. I further authorize the physician to release any information pertinent to this matter.

Parent / Legal Guardian Signature: _____	Date: _____
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D _____ Each school staff member who is responsible for the administration or supervision of the medication must review this information and sign below:

Date:	Signature	Comments

This form is only valid for the current school year

ADMINISTRATIVE PROCEDURES

1.0 Purpose and Guiding Principles

The Pacific Rim School District is committed to ensuring a safe, inclusive, and equitable learning environment for all students. This Administrative Procedure outlines the responsibilities and procedures for supporting students with health needs—whether temporary or ongoing—during school hours, including the administration or monitoring of physician-prescribed medication.

Support for students' health needs must be provided in a way that:

- Respects each student's dignity, privacy, and developmental stage.
- Recognizes the central role of families in managing their child's health.
- Promotes independence and self-management where appropriate.
- Prioritizes clear communication and collaborative planning among families, school staff, and healthcare professionals.
- Ensures student safety through proper training, documentation, and emergency preparedness.

This procedure applies to all school-based personnel who may be involved in the support, supervision, or administration of health-related care for students.

2.0 Health Information and Medical Alerts

2.1 At the beginning of each school year, schools will ask parents, guardians, or caregivers to update their child's health information using the appropriate forms, including the Medical Alert Form and, if applicable, the Request for Administration of Physician Prescribed Medication Form (see Appendix 1).

2.2 It is the responsibility of the parent or guardian to inform the school of any health condition that may require precautionary treatment, accommodation, or medication during the school day.

2.3 All medical alert and medication forms should be stored in a confidential, accessible location in accordance with school and district protocols. These forms must be readily available to staff responsible for supporting the student.

2.4 Teachers-teaching-on-call (TTOCs), substitute Education Assistants, and other temporary staff must be informed of any students in their care with significant health needs and provided with instructions or emergency response plans as required.

2.5 When a student transfers to another school within or outside the district, the receiving school must be notified of any existing health alerts or support plans. It is the responsibility of the sending school to ensure that relevant documentation is forwarded in a timely and confidential manner.

3.0 Administration and Monitoring of Medication

3.1 Medication may be administered or monitored by school personnel only when a completed Request for Administration of Physician Prescribed Medication at School Form, signed by the parent/guardian and the prescribing physician, has been received (see Appendix 1).

3.1.1 This form must be updated at the start of each school year and whenever there is a change in medication, dosage, or administration instructions.

3.1.2 A copy of the signed form must be kept both in the student's file and with the medication in the designated storage area.

3.2 It is the responsibility of the parent or guardian to deliver the medication directly to the school in the original, properly labeled prescription container.

3.2.1 It is the responsibility of the parent or guardian to ensure that the medication remains in supply and is not expired. Schools are not responsible for monitoring expiry dates or requesting refills.

3.3 Medication must be stored securely in a location designated by the principal. Access should be limited to staff responsible for administration or supervision, in accordance with confidentiality and safety protocols.

3.4 A medication administration record must be maintained at the storage location. This record must include the date, time, dosage, and initials of the staff member administering or supervising the medication, along with any relevant observations.

3.5 If concerns arise regarding the administration or effects of medication, the principal should consult with the parent or guardian, and if needed, contact the prescribing physician.

3.6 In cases where a student requires emergency medication (e.g., an epinephrine auto-injector), the principal must ensure that all relevant staff are aware of the student's condition and trained in the appropriate emergency response procedures. Refer to the district's Anaphylaxis Administrative Procedure, Opioid Overdose Response Procedure, and Automated External Defibrillator Procedure for further guidance.

3.7 School staff supervising field trips must be made aware of any students requiring medication and must administer or supervise administration in alignment with this procedure.

3.8 For students who may require emergency medication while riding the school bus, the parent or guardian is responsible for ensuring that appropriate medication is available. The principal must ensure that bus drivers are informed of relevant emergency response protocols. For students with life-threatening allergies, refer to the district's Anaphylaxis Administrative Procedure.

3.9 Non-prescription (over-the-counter) or herbal medications will not be administered by school staff.

3.10 For support with interpreting medical instructions or staff training, school administrators may contact the student's prescribing healthcare provider, connect with the parent/guardian, or consult 8-1-1 or the local Public Health Nurse.

4.0 Life-Threatening Allergies (Anaphylaxis)

For students with life-threatening allergies requiring emergency medication (e.g., epinephrine auto-injectors), schools must follow the procedures outlined in the district's Anaphylaxis Policy and Administrative Procedure.

5.0 Support for Students with Ongoing Health Conditions

Some students may have ongoing or chronic health conditions that require accommodations, monitoring, or health-related support during the school day. These conditions can vary widely in nature and severity and may include, but are not limited to:

- Diabetes
- Seizure disorders
- Asthma
- Celiac disease
- Migraines
- Gastrointestinal disorders
- Mental health conditions
- Other autoimmune, neurological, or physical health needs

The school will work in partnership with families, and, when appropriate, healthcare providers, to ensure accurate, individualized, and timely support for students. This includes developing clear plans that outline the condition, required accommodations, emergency procedures (if applicable), and staff responsibilities.

5.1 A documented support plan should be created for students whose health conditions require:

- Monitoring of symptoms or functional impact.
- Avoidance of specific allergens or substances.
- Dietary restrictions or modifications.
- Use of medical devices or equipment.
- Access to rest, hydration, or medication during the day.
- Emergency response planning.

5.2 Plans should be developed collaboratively with the student (when appropriate), family, and school staff. The Public Health Nurse or other community health professionals may be consulted as needed.

5.3 Teachers and other relevant staff must be informed of the plan and any responsibilities they hold in implementing accommodation and support.

5.4 All staff must take reasonable steps to reduce barriers and risks related to the student's medical condition while supporting their full participation in school activities and learning.

5.5 The school should strive to create an inclusive and supportive environment that respects student dignity and privacy and avoids stigmatization related to health conditions.

5.6 Medical support plans should be reviewed at least annually or more frequently if there is a change in the student's health needs.

6.0 Field Trips and Transportation

Field trips and off-site learning activities are an important part of student engagement and development. When a student with health needs is participating in a field trip, families, school staff, and, where appropriate, health professionals must consult together to ensure that appropriate support, accommodations, and emergency planning are in place.

Further guidance is provided in the district's Offsite Experiences/Field Trip Policy and Administrative Procedure.

7.0 Roles and Responsibilities

Supporting students with health needs requires effective collaboration between families, school personnel, and, where appropriate, health professionals. The following outlines the general responsibilities of key individuals involved in providing this support.

7.1 Parents and/or guardians are responsible for informing the school of any health condition that may affect their child's safety, participation, or learning. They must provide updated health information each school year, or whenever there are changes in the child's condition or medication. This includes submitting the required consent forms, supplying properly labeled medications or equipment, and collaborating with school staff in the development of a documented support plan.

7.2 School administrators, including principals, vice-principals, or their designates, are responsible for ensuring that appropriate procedures are followed to identify and support students with health needs. This includes overseeing the secure and confidential storage of health documentation and medications, facilitating staff training, and coordinating the development and review of student support plans in partnership with families. Administrators are expected to ensure that school practices align with district policy, and to designate staff to oversee or support medication administration where needed.

7.3 School Staff (Teachers, Education Assistants, Support Staff)

- Review and follow the documented support plans for students in their care.
- Administer or supervise the administration of medication as authorized and trained.
- Monitor students for signs of health-related difficulties and respond according to the students' plan.

- Maintain accurate records of medication administered or other health-related interventions.
- Participate in planning, training, and communication processes related to student health needs.
- Prepare for and support students with health needs during field trips, special events, and extracurricular activities.

7.4 Students (As Developmentally Appropriate)

- Participate in the management of their health needs when appropriate, based on age, ability, and confidence.
- Communicate with trusted staff if they are feeling unwell or require support.
- Follow agreed-upon routines or plans related to medication or health supports.

7.5 Health Professionals (e.g., Public Health Nurses, Physicians, Dietitians)

- May be consulted to provide guidance on specific health conditions or student needs, with parental consent.

8.0 Forms and Documentation

Schools must maintain up-to-date and accurate documentation to support students with health needs. Parents or guardians are responsible for completing the necessary forms, such as the Medical Alert Form and, where applicable, the Request for Administration of Physician Prescribed Medication at School, at the beginning of each school year or when a change in the student's health occurs.

Completed forms must be signed, stored securely in a confidential but accessible location, and shared with relevant staff involved in the students' care. Staff administering or supervising medication must keep a record of each dose, including the date, time, dosage, and their initials. All health-related information must be handled in accordance with district privacy policies and applicable legislation.

When a student with a documented health need transfers to another school, staff must ensure that relevant records are forwarded promptly and securely.

A list of standard forms is included in Appendix 1.

Resources and References

Pacific Rim School District – XXX Policy: Administration of Medication and Student Health Support (P)

[Policy 303: Student Health Services and Medication Management - North Vancouver School District](#)

[School District 43 - Request For Administration of Medication 2024.docx](#)

[School District 43 - Medical Alert Form Fillable \(002\).pdf](#)

XXXX: Administration of Medication and Student Health Support (AP) – Appendix 1

Request for Administration of Physician Prescribed Medication Form

IMPORTANT: No medication will be given until this form is completed and returned to the school. It is to be completed by the parent or legal guardian and physician.

Section A – To be completed by PARENT or GUARDIAN

Student's Name:	Date of Birth:
Address:	
School Name:	Grade:
Parent/Guardian 1 Name:	Phone:
Parent/Guardian 2 Name:	Phone:
Emergency Contact:	Phone:
Family Physician's Name:	Phone:

Description of the medical condition requiring medication during school hours:

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Section B – To be completed by the PHYSICIAN or licensed medical practitioner (eg: Nurse Practitioner)

Medication Name	Dosage	Directions for use and storage

Additional comments (e.g.: potential side effects, missed doses, or monitoring needs):

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I consider the above medication and its administration during school hours to be in the best interest of the student named above. I hereby authorize the school principal or designate to administer the medication as prescribed.

Physician's Signature _____ Date _____

Section C – To be completed by PARENT or GUARDIAN

I hereby authorize the school principal or designate to administer the medication as described above to my child and to contact the physician named above should there be any further questions or concerns. I further authorize the physician to release any information pertinent to this matter.

Parent / Guardian Signature _____ Date _____

Section D – Each school staff member who is responsible for the administration or supervision of the medication must review this information and sign below:

Date:	Signature	Comments

THIS FORM IS ONLY VALID FOR THE CURRENT SCHOOL YEAR

XXXX: Administration of Medication and Student Health Support (AP) – Appendix 1

Medical Alert Form

Student Information:

Last Name:	
First Name:	
Grade:	
Date of Birth:	
Care Card #	

Contact Information:

Parent/Guardian 1 Name:	Phone:
Parent/Guardian 2 Name:	Phone:
Emergency Contact:	Phone:
Family Physician's Name:	Phone:

Description of the medical condition requiring support during school hours:

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Potential Symptoms or Concerns Requiring Support

Please list any symptoms, warning signs, or situations that may require staff attention during the school day. Examples may include difficulty breathing, loss of consciousness, seizure, vomiting, behavioral changes, etc.

This section helps school staff recognize when the student may need assistance and how best to respond. Families may wish to consult with their healthcare provider when completing this section.

Symptom or Concern	Recommended Response

Is medication needed? ☐ YES ☐ NO

If yes, what medication?

Prescribing Physician:

Parents must complete a **Request for Administration of Physician Prescribed Medication Form** if medication is to be administered at school. No medication will be administered until this form is completed.
It is the responsibility of the parent or guardian to ensure that the medication remains in supply and is not expired. Schools are not responsible for monitoring expiry dates or requesting refills.

I have read and verified that the above information is correct.

Parent/Guardian Name (printed):	Parent/Guardian Signature:	Date:
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THIS FORM IS ONLY VALID FOR THE CURRENT SCHOOL YEAR

BACKGROUND

In British Columbia, all school boards are required to establish policies, procedures, and training strategies in accordance with the *Anaphylaxis Protection Order (M232/07)* and the *BC Anaphylactic and Child Safety Framework*. The prevention and management of anaphylaxis is a shared responsibility among school staff, parents, students, and the broader school community.

Pacific Rim School District is committed to providing as safe a learning and teaching environment as practicable for anaphylactic students. While an allergen-free school is not achievable, schools must strive to become "allergy-aware" through education and collaboration among students, parents, and staff to minimize exposure risks. Each child's allergies are unique; therefore, consistent strategies must be implemented without depriving anaphylactic children of peer interactions or imposing unreasonable restrictions on other students. Parental involvement in all planning phases is encouraged to foster community acceptance and success.

DEFINITION

For the purpose of this policy, anaphylaxis is defined as a sudden and severe allergic reaction that requires immediate treatment to prevent death from suffocation or cardiac arrest.

ROLES AND RESPONSIBILITIES

The prevention and management of anaphylaxis involves the following responsibilities:

School Board: Anaphylaxis policies must include allergy awareness, prevention and avoidance strategies, staff training, communication strategies and emergency protocol.

School & Support Staff:

- All staff members (teaching and non-teaching) should be aware of students at risk for anaphylaxis, and the location of their emergency plans.
- ~~All staff members (teaching and non-teaching) must be prepared to treat students as per their emergency plans and complete annual anaphylaxis training.~~
- All staff members (teaching and non-teaching) must be informed on how to treat students at risk for anaphylaxis as per their emergency plans. School administration will review this information annually, and the district will provide resources as available.
- Specific staff members (teaching and non-teaching) working directly with students at risk for anaphylaxis will receive additional training.
- School administration will implement standardized procedures for maintaining allergy lists, emergency plans, and communication with parents.

Parents:

- Provide accurate and up-to-date information about their child's allergies.
- Collaborate with a physician and school personnel to develop an individualized written emergency plan.
- Provide current epinephrine auto-injectors to the school in properly labelled containers, and liaise as needed regarding foods sent to school, school food services, field trips, and special occasions.
- Educate their allergic children on how to protect themselves and use avoidance strategies (e.g., washing hands before eating, not sharing food or utensils).

Students:

- Secondary students are encouraged to take on primary responsibility for managing their allergies.

School Community:

- Support students at risk for anaphylaxis, and their peers through education and collaboration.

PROCEDURE**1. Recognizing Anaphylaxis****1.1 Signs and Symptoms**

Signs and symptoms of an anaphylactic reaction can occur within minutes of exposure to an offending substance. Reactions usually occur within two hours of exposure but, in rare cases, they can develop hours later.

1.2 Symptom Variability

Specific warning signs, as well as the severity and intensity of symptoms, can vary from person to person and sometimes from attack to attack in the same person. An anaphylactic reaction can present as any of the following symptoms, which may appear alone or in combination, regardless of the triggering allergen:

- **Skin:** hives, swelling, itching, warmth, redness, rash.
- **Respiratory (breathing):** wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing.
- **Gastrointestinal (stomach):** nausea, pain/cramps, vomiting, diarrhea.
- **Cardiovascular (heart):** pale/blue color, weak pulse, passing out, dizziness/lightheadedness, shock.
- **Other:** anxiety, feeling of "impending doom," headache, uterine cramps.

1.3 Critical Symptoms

Because of the unpredictability of reactions, early symptoms should never be ignored, especially if the person has suffered an anaphylactic reaction in the past. If an allergic student expresses concern about a potential reaction, the student must always be taken seriously.

1.4 Life-Threatening Symptoms

The most dangerous symptoms involve:

- **Breathing difficulties** caused by swelling of the airways.
 - **A drop in blood pressure**, indicated by dizziness, light-headedness, or feeling faint/weak.
- Both of these symptoms can lead to death if untreated.

1.5 Immediate Response

When a reaction begins, it is critical to respond immediately.

2. Identification and Planning

2.1 Identification of Students

Parents must inform the school about their child's life-threatening allergies at the time of registration or as soon as an allergy diagnosis is made. Parents must provide updates annually, at the start of each school year, thereafter.

Schools must maintain up-to-date records of anaphylactic students, including emergency contact and personalized Anaphylaxis Emergency Plan, as part of the Permanent Student Record.

2.2 Emergency Plans

Each anaphylactic student will have a personalized Anaphylaxis Emergency Plan (see APPENDIX 1) developed in consultation with parents/guardians, the student's physician, and school principal (or designate).

Emergency plans must outline a list of the student's allergens, symptoms and emergency procedures, medication protocols, contact information for parents and healthcare providers, and designated staff responsibilities.

2.3 Accessibility and Standardization

- Emergency plans and allergy lists must follow a standardized format across the district.
- Emergency plans should be kept in accessible locations (e.g., staff room, office).
- With parental consent, relevant information (e.g., student photo, allergen list) may be posted in non-student areas.

3. Prevention Strategies

3.1 School Environment

Schools must create an "allergy-aware" environment. It is unrealistic to expect an allergen-free school, but measures can be implemented to reduce accidental exposure risks without imposing unenforceable or unrealistic rules.

Designated allergen-aware eating areas and specific classroom rules may be developed, as needed, in consultation with parents, staff, and healthcare providers. These measures will be determined based on the student's exposure risks, including sensitivity to airborne allergens or contact exposure.

Students with food allergies should not trade or share food, food utensils, or food containers.

Students and staff should wash their hands with soap and water before and after eating.

The use of food in crafts and cooking classes may need to be modified or restricted depending on the allergies of the children.

3.2 Allergy-Aware Practices

Food restrictions alone are insufficient; education, awareness, and training are required to minimize risks and respond effectively to emergencies.

Schools should encourage regular handwashing, thorough cleaning of eating surfaces with grease-cutting detergents, and safe practices around shared spaces.

3.3 Epinephrine Auto-Injectors

Epinephrine is the primary treatment for anaphylaxis. Auto-injectors should:

- Be labeled with the child's name and expiry date.
- Be kept in an easily accessible, unlocked location.

Children who are at risk of anaphylaxis should carry their auto-injector when mature enough (generally 6 or 7 years old), and a backup auto-injector should be available on-site.

3.4 School Food Programs and Cafeterias

Students with severe food-induced anaphylaxis are encouraged to eat only food prepared at home unless the cafeteria or school food program can guarantee allergen-free options.

Cafeteria staff must be trained to avoid cross-contamination and label food items clearly when allergens are present.

3.5 Field Trips and Extracurricular Activities

Risk assessments must consider the availability of allergen-free food and emergency access to auto-injectors. Parents must be informed about risks and safety measures for their child's participation. Staff must carry auto-injectors and be prepared to respond to emergencies during trips and activities.

3.6 Special Occasions and Celebrations

Limit the use of food-based treats for celebrations. Encourage non-food treats or pre-approved allergen-free options. All classroom celebrations must follow the same allergen-awareness protocols as regular school days.

3.7 Insect Venom Allergies

Outdoor areas should be regularly inspected, and any nests of bees, wasps, or other stinging insects removed promptly. Students with insect venom allergies should avoid open drink containers outdoors and remain indoors during high-risk seasons when necessary.

4. Emergency Response Protocol

4.1 Immediate Action

- Administer the epinephrine auto-injector immediately at the first signs of anaphylaxis.
- Call 911 and inform emergency responders of the student's condition.
- Notify parents/guardians.

4.2 Follow-Up Actions

- Administer a second dose of epinephrine if symptoms persist after 5-15 minutes.
- Document the incident and debrief with staff to evaluate the response.

5. Training and Education

5.1 Staff Training

- ~~Training must be completed annually by all school personnel, including teachers, support staff, and bus drivers. Training should cover:~~
 - ◉ ~~Recognizing signs and symptoms of anaphylaxis.~~
 - ◉ ~~Proper use of epinephrine auto-injectors.~~
 - ◉ ~~Emergency response protocols.~~

~~• Anaphylaxis in Schools – Course Content | Allergy Aware, should be completed annually. Each school or organization needs to maintain a record of employees who have completed training.~~

All staff members (teaching and non-teaching) must participate in an annual review of anaphylaxis procedures. This review should cover:

- Recognizing signs and symptoms of anaphylaxis.
- Proper use of epinephrine auto-injectors.
- Emergency response protocols.

This annual review does not require certification, but schools must maintain a record of staff participation.

Specific staff members (teaching and non-teaching) working directly with students at risk for anaphylaxis will receive additional training. Records of this training must also be maintained.

Training may be delivered through a recognized anaphylaxis education program (online or in-person), resources provided by health authorities, or district-approved materials. The district will provide or recommend training resources as available.

5.2 Student and Community Education

Age-appropriate education should be provided to all students to promote understanding of anaphylaxis and how to assist peers. Principals must communicate preventative strategies and allergen-related rules to parents and the school community, as needed.

6. Monitoring and Reporting

6.1 Incident Reporting & Standardized Practices

- Principals must track and report data on anaphylactic incidents to assess policy effectiveness.
- Schools must maintain uniform records of allergies and emergency plans, ensuring they are reviewed annually.
- Refer to 7100: Accident/Injury Procedures (AP) for additional information.

6.2 District Compliance and Review

- The Board will periodically review this procedure to ensure compliance with current legislation and best practices.
- The district will conduct regular reviews to ensure all schools adhere to the *Anaphylaxis Administrative Procedure*.

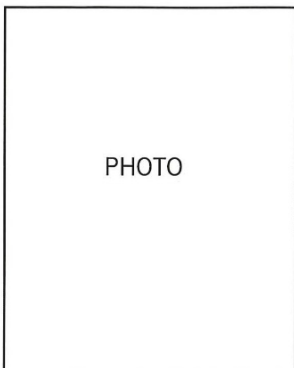
RESOURCES AND REFERENCES

- [Anaphylaxis Protection Order \(M232/07\)](#)
- [Anaphylactic and Child Safety Framework](#)
- [Vancouver School Board Administrative Procedure 317: Anaphylaxis](#)
- [Allergy Aware Resources for School Communities – Island Health](#)
- [Pacific Rim School District 7100: Accident/Injury Procedures \(AP\)](#)
- Pacific Rim School District XXX: Anaphylaxis (P)
- [Food Allergy Canada](#)

AP XXXX: Appendix I – Anaphylaxis Emergency Plan

Anaphylaxis Emergency Plan: _____ (name)

This person has a potentially life-threatening allergy (anaphylaxis) to:



(Check the appropriate boxes.)

☐ Food(s): _____

☐ Insect stings ☐ Other: _____

Epinephrine Auto-Injector: Expiry Date: _____ / _____

Dosage:

☐ EpiPen Jr® 0.15 mg ☐ EpiPen® 0.3 mg ☐ ALLERJECT® 0.15 mg ☐ ALLERJECT® 0.3 mg

☐ Emerade™ 0.3 mg ☐ Emerade™ 0.5 mg

Location of Auto-Injector(s): _____

☐ **Previous anaphylactic reaction:** Person is at greater risk.

☐ **Asthmatic:** Person is at greater risk. If person is having a reaction and has difficulty breathing, give epinephrine auto-injector before asthma medication.

A person having an anaphylactic reaction might have ANY of these signs and symptoms:

- **Skin system:** hives, swelling (face, lips, tongue), itching, warmth, redness
- **Respiratory system (breathing):** coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing
- **Gastrointestinal system (stomach):** nausea, pain or cramps, vomiting, diarrhea
- **Cardiovascular system (heart):** paler than normal skin colour/blue colour, weak pulse, passing out, dizziness or lightheadedness, shock
- **Other:** anxiety, sense of doom (the feeling that something bad is about to happen), headache, uterine cramps, metallic taste

Early recognition of symptoms and immediate treatment could save a person's life.

Act quickly. The first signs of a reaction can be mild, but symptoms can get worse very quickly.

1. **Give epinephrine auto-injector** (e.g. EpiPen®, ALLERJECT®, Emerade™) at the first sign of a known or suspected anaphylactic reaction. (See attached instructions.)
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** as early as 5 minutes after the first dose if there is no improvement in symptoms.
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 an appropriate period of observation as decided by the emergency department physician (generally about 4-6 hours).
5. **Call emergency contact person (e.g. parent, guardian).**

Emergency Contact Information

Name	Relationship	Home Phone	Work Phone	Cell Phone

The undersigned patient, parent, or guardian authorizes any adult to administer epinephrine to the above-named person in the event of an anaphylactic reaction, as described above. This protocol has been recommended by the patient's physician.

Patient/Parent/Guardian Signature

Date

Physician Signature ☐ On file

Date



October 2022

Blue to the sky. Orange to the thigh.

How to use EpiPen® and EpiPen Jr® (epinephrine) Auto-Injectors

Remove the EpiPen® Auto-Injector from the carrier tube and follow these 2 simple steps:



- Grasp with orange tip pointing downward
- Remove blue safety cap by pulling straight up – do not bend or twist



- Place the orange tip against the middle of the outer thigh
- Swing and push the auto-injector firmly into the thigh until it “clicks”
- Hold in place for 3 full seconds

Built-in needle protection

After injection, the orange cover automatically extends to ensure the needle is never exposed.

After using EpiPen®, you must seek immediate medical attention or go to the emergency room. For the next 48 hours, you must stay close to a healthcare facility or be able to call 911.

Visit EpiPen.ca.

EpiPen® and EpiPen Jr® (epinephrine) Auto-Injectors are indicated for the emergency treatment of anaphylactic reactions in patients who are determined to be at increased risk for anaphylaxis, including individuals with a history of anaphylactic reactions. Selection of the appropriate dosage strength is determined according to patient body weight.

EpiPen® and EpiPen Jr® Auto-Injectors are designed as emergency supportive therapy only. They are not a replacement for subsequent medical or hospital care. After administration, patients should seek medical attention immediately or go to the emergency room. For the next 48 hours, patients must stay within close proximity to a healthcare facility or where they can call 911. To ensure this product is right for you, always read and follow the label. Please consult the Consumer Information leaflet in your product package for warnings and precautions, side effects, and complete dosing and administration instructions.



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PP-EPI-CAN-0384-01



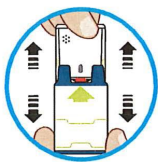
Scan the code to access
the EpiPen® Video
Gallery, including
a video on how to
use EpiPen®



Trusted for over 35 years.

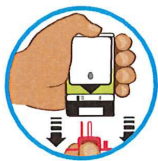
Listen up! **Allerject[®]** Epinephrine Injection, USP is now available

ALLERJECT[®] is a portable epinephrine auto-injector with built-in voice assistance, designed to be easy to use in an allergic emergency



STEP 1 | Pull ALLERJECT from the outer case.

Do not go to step 2 until you're ready to use ALLERJECT. If you're not ready to use it, put it back in the outer case.



STEP 2 | Pull off the red safety guard.

The safety guard is meant to be tight. *Pull firmly to remove.*

To reduce the risk of accidentally injecting yourself, do not touch the black base of the auto-injector (where the needle comes out). If an accidental injection happens, seek immediate medical attention.



STEP 3 | Place the black end against the middle of the outer thigh (through clothing if necessary), then press firmly and hold in place for 5 seconds.

Only inject into the middle of the outer thigh (upper leg). Do not inject into any other location.

If you're administering ALLERJECT to a young child, hold the leg firmly in place while administering the injection.

ALLERJECT makes a distinct "click and hiss" sound when you press it against your leg. This is normal and means that ALLERJECT is working correctly.



STEP 4 | Seek immediate medical or hospital care.

Replace the outer case and take your used ALLERJECT with you to your doctor or pharmacist for proper disposal and replacement.

kaléo[®]

ALLERJECT is available in 2 doses



ALLERJECT 0.15 mg
For children 15 kg to 30 kg

ALLERJECT 0.3 mg
For anyone 30 kg or more

Talk to your doctor or pharmacist to discuss treatment options
for anaphylaxis and whether ALLERJECT is right for you.

Always read and follow the patient information leaflet that comes
with your ALLERJECT device for warnings and precautions, side effects,
and complete dosing and administration information.

[Learn more at Allerject.ca](http://Allerject.ca)

Safety information

ALLERJECT is for the emergency treatment of serious allergic reactions (anaphylaxis) and is intended for people who are at risk and for people with a history of serious allergic reactions (anaphylaxis).

ALLERJECT should be used immediately to treat yourself or your child when experiencing a severe allergic reaction. This is emergency treatment. It does not replace seeing a doctor or going to the hospital. After injection, seek immediate medical attention. Even if you have sought medical help, you must stay within close proximity to a hospital or where you can easily call 911 for the next 48 hours.

Allerject®
Epinephrine Injection, USP

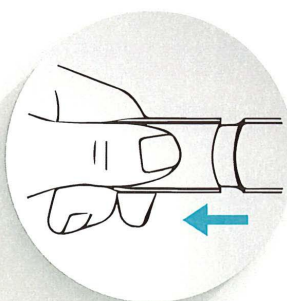
ALLERJECT® is a registered trademark of kaleo, Inc. © 2020 kaleo, Inc.
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kaleo®

NOW AVAILABLE

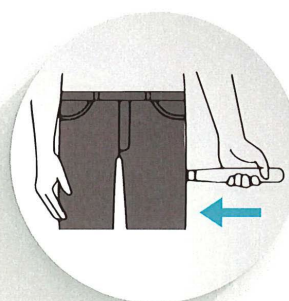
How to use Emerade™

To view our instructional video go to emerade.ca



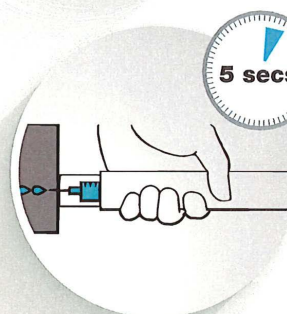
STEP 1

Remove needle shield.



STEP 2

Press tip against outer thigh until a "click" can be heard.



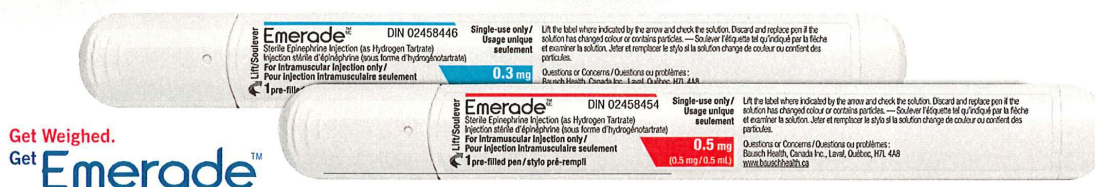
STEP 3

Hold for 5 seconds.

**Call 911
right away**

STEP 4

Ask for an ambulance.
Say "a sudden and severe allergic reaction".



Indications and clinical use: Emerade™ is indicated for the emergency treatment of serious allergic reactions (anaphylaxis) in people who are determined to be at increased risk for anaphylaxis, including people with a history of serious allergic reactions (anaphylaxis). Emerade™ should be used right away when you or your child is having a severe allergic reaction. This is emergency treatment. Using it does not replace seeing a doctor or going to the hospital. You must get medical help right away after you or your child has used it. To ensure Emerade™ is right for you, speak to your healthcare professional and always read and follow the information leaflet in your product package.

For complete dosing and instructions for use, please refer to the Patient Medication information in the Emerade™ Product monograph.

Emerade™ is a trademark of Medeca Pharma AB, used under license.
Bausch Health, Canada Inc., Laval, Québec, H7L 4A8

BAUSCH Health

4041: SUPPORT STAFF TRAINING (CUPE) (AP)

Approved: 99 05 25

Amended: 00 12 12

Amended: 18 03 13

Amended: 25 10 07

POLICY

~~The Board of Education of School District 70 Pacific Rim believes that Support Staff (CUPE) should continue to upgrade their skills and will provide financial assistance for employees as outlined in the Regulations to this Policy.~~

ADMINISTRATIVE PROCEDURES

1.0 APPLICATION

This ~~policy~~ **administrative procedure** is applicable to those employees who are members of the support staff bargaining unit – Canadian Union of Public Employees, Local 727.

2.0 BOARD INITIATED TRAINING ACTIVITIES

2.1 Defined

These activities are typically those that Management request the regular, temporary or casual employee to attend.

2.2 First Aid

Specific employees are designated to hold a minimum **Emergency First Aid Certificate** ~~Level II First Aid ticket~~; these employees will be scheduled to receive this training. Many employees are required to possess a ~~Level I First Aid Ticket~~ or **Childdsafe First Aid Certificate** ~~Childdsafe Ticket~~ as part of the general qualification for their position. These employees will generally be scheduled to receive this training, but there may be occasions where the employee initiates the training.

2.3 Safety Care

Many employees are required to have Safety Care certification as part of the general qualifications for their position. These employees will generally be scheduled to receive this training.

2.4 Attendance

Employees in regular or temporary positions, participating in Board initiated training, shall not lose any pay while attending the course.

2.4 Financial

The tuition or course fee is typically prepaid by the Board. Travel expenses consistent with Policy are applicable.

3.0 EMPLOYEE INITIATED WORK RELATED TRAINING ACTIVITIES

3.1 Defined

These activities are those that the employee requests to attend, where the course material is directly related to the current duties of the employee and are of benefit to the Board.

3.2 Approval

Approval to be reimbursed for the cost of these courses must be received from the Secretary-Treasurer or Designate before commencement of the course. Application for CUPE Training Fund reimbursement must be made prior to commencement of the course.

3.3 Attendance

Generally, employees participate in these courses on their own time.

3.4 Financial

Upon demonstration of successful completion of the course, the employee will submit a request for reimbursement of the tuition. Travel expenses will not be paid. Employees may also apply to the CUPE Training Fund for reimbursement.

4.0 PROFESSIONAL DEVELOPMENT DAYS (PRO D DAYS)

- 4.1 The collective agreement permits Education Assistants to work at their regular hours of pay for at least **five (5)** ~~two (2)~~ non-instructional days each school year. **Three (3) of those non-instructional days are mandatory working days and two (2) of these non-instructional days are optional working days.** ~~In practice, Education Assistants are paid for two (2) of the five Professional Development days and for the one School Planning Day. On specific pre-approval by either the Director of Instruction – Student Services or the Secretary-Treasurer, Education Assistants may attend and may be paid for more than the three (3) non-instructional days.~~

- 4.2 Board initiated training activities as described in 2.0 above may be scheduled on ~~Pre-D~~ **Non-Instructional** Days and these are days with pay **inclusive** ~~in excess of the two-~~
~~(2)~~ **five (5)** days as specified in the collective agreement.
- 4. 2 Education Assistants may be reimbursed for the registration costs of the approved ~~Pre-D~~ **Non-Instructional Day** activity, and upon approval, where the workshop is outside their work community, are eligible for vehicle kilometers and ferry expenses only. ~~, as described in Policy 4400.~~
- 4. 3 Employees, other than Education Assistants, may attend ~~Pre-D~~ **Non-Instructional** Days as authorized by their supervisor.

Resources and References

Pacific Rim School District – XXX Support Staff Training (CUPE) (P)
Collective Agreement – CUPE Local 727