



Pattison High School

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Pattison High School Health Emergency Response Policy

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Purpose

This policy outlines the procedures Pattison High School staff must follow in the event of a student, staff member, or visitor experiencing an unexpected health emergency on school grounds or during a school-sponsored activity.

Scope

This policy applies to all students, staff, volunteers, and visitors present on school premises or participating in school activities.

Definition of a Health Emergency

A **health emergency** is any sudden medical condition or injury that requires immediate attention to prevent serious harm or death. Examples include:

- Seizures
 - Loss of consciousness
 - Breathing difficulties
 - Chest pain
 - Severe bleeding
 - Suspected overdose
 - Signs of stroke or heart attack
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Procedure

1. Immediate Response

- **Call 911 immediately** if the situation is life-threatening.
- **Do not move the individual** unless they are in immediate danger (e.g., fire, hazard).
- **Notify the front desk or school administration** as soon as possible.
- A trained staff member should administer **first aid or CPR** if necessary and certified.

2. Protect Privacy

- Ensure the scene is calm and controlled.
- Clear non-essential students and staff from the area.
- Reassure and support bystanders and classmates.

3. Notify Parent/Guardian

- Administration or designated staff will contact the parent/guardian/emergency contact as soon as possible.
- Provide clear, factual information regarding the incident and next steps (e.g., hospital transport).

4. Documentation

- Complete a **Health Emergency Incident Report** within 24 hours.
- Include date, time, witnesses, actions taken, and follow-up steps.
- File with school administration and retain a copy in the student/staff's file.

5. Follow-Up

- Administration will follow up with the student/staff and family.
 - Offer appropriate mental health or counseling support if needed.
 - Review incident with relevant staff to determine any improvements to protocol.
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Roles & Responsibilities

Role	Responsibilities
Teachers/Staff	Respond immediately, contact administration, provide first aid if certified
Front Desk/Admin	Call emergency services, notify family, manage communications
First Aid Attendant	Lead medical response until EMS arrives
Principal	Ensure policy is followed, lead debrief and communication

Training & Review

- All staff will be trained in basic first aid and emergency procedures every three years.
- Emergency response drills (including health scenarios) will occur each semester.
- This policy will be reviewed and updated **annually** or after any major health incident.