



Plan Name:	Health and Safety Plan
Effective Date:	August 1, 2014
Revision Date:	August 1, 2023
Standard:	Standard 6:11-14

Health and Safety Plan

Goals & Objectives

The Waynesville Career Center's Student Health and Safety Plan is to provide a safe and healthy learning environment for students, staff, and guests. This plan also has an effective protocol for sickness and also for the treatment of accidents and emergencies to ensure appropriate care.

Process Overview

The Waynesville R-VI School District Emergency Management Plan has a protocol that is to be used in case of sickness, accidents and emergencies. *See attached plan* The Waynesville R-VI School District employees will follow the School Board Policies concerning safety to include: Student Health Services and Requirements Policy, Safety Program, and the Illness and Injury Response and Prevention Policy. The plan is distributed to faculty members on an annual basis and made available to adult students.

Procedures and Specific Guidelines

- Sickness: In case of sickness students, staff, and guests are to report to the WCC School nurse. The nurse will take appropriate action to whatever symptoms the student is having and administer proper medication or care needed. The school nurse will then communicate with the appropriate individuals; parents, teachers, administrators.
- Accidents: In case of an accident the teacher is to report the accident to the school nurse. The nurse assesses the severity of the situation to determine effective services needed. The nurse will call appropriate physicians or medical providers. The nurse will call immediate family members as appropriate and per FERPA guidelines. The nurse informs the administration office and provide updates as needed. The teacher, nurse, student and any witnesses will fill out an accident report form and return to the school nurse. The WCC office will contact the superintendent's office to inform them and keep them updated.

The aforementioned information will be utilized by WCC administration, in consultation with the school nurse, to conduct a thorough investigation to determine what, if any, preventative measures need to be put in place to prevent future occurrences.

- Emergencies: *See the Waynesville R-VI School District Emergency Management Plan* In case of an emergency the nurse is to call 911 for an ambulance. The nurse is to stabilize the student and administer any First Aid necessary. The nurse informs the WCC office. The WCC office informs the superintendent's office and keeps them updated. If necessary, the WCC office is to appoint a staff member to accompany the student to the hospital. Parents will be contacted immediately. The teacher, student, nurse and all witnesses will fill out an accident report form and return to the school nurse. Follow up of the emergency will be done by the administration office.
- Drills for earthquake, tornado, fire, and intruder are held at least twice per school year. All Emergency plans for evacuations are posted in each classroom. *See the Waynesville R-VI Emergency Management Plan*
- Each program is equipped with the appropriate first aid and/or safety devices in classrooms and shop areas. The WCC office is equipped with an Emergency defibrillator and first aid items.
- Students in some programs go through CPR training every year to get their CPR certification.
- Several staff members in the building are CPR certified.

Personnel Responsible

- School Nurse
- Administration
- Any Staff or Faculty Member

Reference Location or Policy

Waynesville Career Center Emergency Response Plan Quick
Reference Guide

Waynesville R-VI Emergency Management Plan

Board Policy (EBBA) - Illness and Injury Response and Prevention

Board Policy (JHC) - Student Health Services and Requirements

Board Policy (EB) - Safety Program