

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

**OUTDOOR EDUCATION PROGRAM
RISK MANAGEMENT PROCEDURES**

St Kateri Centre, 3054 Orchard Hill Road, Thorold, ON

September 2018

Table of Contents

PURPOSE	5
Purpose of the NCDSB Outdoor Education Program	5
Purpose of Risk Management Procedures.....	5
Risk and Outdoor Education	5
OUTDOOR EDUCATION PROGRAM COMMUNICATION PROCEDURES.....	5
Program Accommodations and Modifications:	6
Program Cancellation:.....	7
During site visit:	8
Following site visit:.....	8
GENERAL OPERATING PROCEDURES	9
Release Form.....	9
Program Plan.....	9
Equipment.....	9
Certification and Experience Standards.....	10
On Site Communication	10
Student Supervision Protocols.....	11
Site Access.....	12
Service Animals	12
Footwear	12
Water Safety	13
Wildlife	13
Ticks.....	13
Poison Ivy	13
Thunderstorms.....	14
Winter Considerations	14
Loss of electrical power	14
Loss of water	15
Campfire Procedures	15
Before fire lighting:	15
Fire Lighting:.....	15
Outdoor Cooking:.....	15
Before Leaving Campfire Area:	15
Eating	16

Bus.....	16
FIRST AID AND EMERGENCY PROCEDURES.....	16
General First Aid Procedures	16
Concussion	17
Diabetes	17
Missing Person/People Search Protocol –	17
Preliminary Site Search	17
Missing Person/People Search Protocol – Secondary Site Search.....	18
Before the Secondary Site Search begins:	18
During the Secondary Search:.....	18
Ending a Secondary Site Search:	21
After a Secondary Site Search:.....	21
Fire	21
Life Threatening Injury.....	22
Lock Down or Hold and Secure – to edit.....	23
Asthma	23
Seasonal Allergies (non-severe).....	24
Anaphylaxis (Severe Allergic Reaction).....	25
EpiPen product management protocol.....	25
When to use an EpiPen in the treatment of anaphylaxis	25
Symptoms of an Anaphylactic Reaction	26
EpiPen Dosage Information	26
EpiPen and EpiPen Jr. Injection Instructions.....	27
Following injection of epinephrine	27
Phone Numbers List.....	28
Hospital Directions.....	28
OUTDOOR EDUCATION INCIDENT REPORT FORM PROCEDURES	29
ADDITIONAL INCIDENT REPORTING PROCEDURES.....	30
WSIB Claim.....	30
In the case of injury to a Brock University unpaid placement student.....	31
In the case of injury to a volunteer.....	31
In the case of injury to a Brock Employee	31
In the case of injury to a NCDSB employee	31
APPENDIX A.....	33
TICK TALK	34

WINTER PRECAUTIONS 35
St. Kateri Centre Outdoor Education Program Pre-Trip Questionnaire..... 36
Niagara Catholic District School Board Outdoor Education Permission/ Release Form..... 38
OUTDOOR EDUCATION PROGRAM TEACHER INFORMATION 39

PURPOSE

Purpose of the NCDSB Outdoor Education Program

The Niagara Catholic District School Board (NCDSB) is committed to developing and delivering innovative day-long field trips for outdoor education that have a direct and enhancing relationship with current curriculum guidelines, as determined by the Ontario Ministry of Education, as well as the Ontario Catholic School Graduate Expectations.

Purpose of Risk Management Procedures

The purpose of the NCDSB Outdoor Education Risk Management Procedures document is to outline a comprehensive framework of recommendations intended for use in the management of potential risks that may arise in an urban outdoor education programming context. The procedures outlined are intended for use in conjunction with facilitator experience and skills, with the goal of providing a safe and educationally valuable experience for all authorized participants in outdoor education programs offered at the St. Kateri Centre.

This NCDSB Outdoor Education Risk Management Procedures document is a living document, therefore, it is subject to change at any time and will be reviewed annually (each July) by the Outdoor Education Program Coordinator.

Risk and Outdoor Education

It should be acknowledged that it is neither possible nor always desirable to eliminate all risk when participating in outdoor education activities. Risk is an inherent element of many outdoor education programs and has been recognized as having several distinct benefits. However, given the continually changing nature of any outdoor learning environment, it is important to have detailed guidelines in place that can enable effective assessment and management of risk for all site visitors and program leaders in this context. Keeping the education-based objectives of the program in mind, risk should not be pursued for its own sake, but should be managed and undertaken as consciously as is practical. Exposure to risk should be consistently questioned by program leaders so that appropriate decisions can be made. Program leaders will continually assess whether the foreseeable negative consequences of any particular action, or lack of action, might outweigh its benefits. When several choices are equally available, the more cautious option is generally recommended.

OUTDOOR EDUCATION PROGRAM COMMUNICATION PROCEDURES

- An NCDSB representative (either the Coordinator of Student Success or Early Years Consultant) is responsible for reaching out to principals, booking the dates for school groups to attend the outdoor education program and sending the initial “Welcome to the Niagara Catholic Outdoor Education Program” email. Documents that should be attached to this initial email are: Pre-trip Questionnaire, Permission/Release form template, and the Teacher Information Package. See Appendix A for copies of these forms.
- The Program Coordinator will send a follow up email that will attach this Risk Management

Procedures document and any relevant seasonal safety documents (e.g. Tick Talk in spring, Winter Precautions in winter). See Appendix A for these forms.

- The Program Coordinator will communicate with the supervising teacher by email or phone in order to answer any questions that arise.
- Teachers are required to complete and submit the Pre Trip Questionnaire to the Program Coordinator at least one week before the group's scheduled arrival.
- Teachers are required to send home the Permission/Release Form to obtain consent from the parent/guardian of each student planning to attend the trip. Before departure from the school, teachers should ensure that a parent or legal guardian has signed a form for every student attending the trip.
- It is the responsibility of the Program Coordinator to ensure that all program leaders and visiting teachers are given access to this OEP Risk Management Procedures document. The Program Coordinator will address any risk management concerns and/or requests for clarification related to these guidelines as soon as is practical once an issue has been raised.
- It is the responsibility of the Program Coordinator to ensure all Brock University students completing an unpaid placement receive training in safe work practices and if applicable, are made aware of the WSIB claim process in case of severe illness or injury. Prior to the start of a Brock University student's unpaid field experience placement, the following documents must be completed:
 - Ministry of Labour's Health and Safety online training program, found at: <https://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>
 - The Pre Placement Field Trip Due Diligence Checklist - completed by the Program Coordinator
 - The Pre Placement Safety Orientation Checklist - to be completed and signed by the Program Coordinator and each placement student
 - Student Declaration of Understanding* - reviewed and signed by the placement student

*The Student Declaration of Understanding document explains that if Brock University students completing an unpaid placement are severely injured or contract an illness, Brock University will disclose personal information relating to the Unpaid Work Placement and any WSIB Claim to MAESD on their behalf, if applicable. This document is also intended to ensure Brock University students completing an unpaid placement as part of a course understand that they are eligible to make a claim for WSIB Benefits in the event of injury/illness incurred while in an eligible Unpaid Work Placement.

Program Accommodations and Modifications:

- Accommodations refer to specialized supports that enable a student to learn and to demonstrate learning (The Individual Education Plan (IEP) A Resource Guide, 2004, p.25).
- The school principal, or designate, may contact the NCDSB Special Education department in advance of the trip for input regarding any special accommodations required pertaining to any exceptional student(s) or student(s) with special needs participating in the field trip.
- In advance of the arrival of a student requiring specific accommodations and/or modifications to the outdoor education program plan, it is the responsibility of the attending teacher or EA to clearly suggest ways to best manage any known medical issues, mobility concerns and/or learning challenges when completing the pre-trip questionnaire.

- The Program Coordinator will inform all program leaders about the suggested accommodations and/or modifications when discussing the day’s program plan.
- Program leaders are encouraged to ask for additional guidance and support as required in order to better understand the requirements and implementation strategies for the suggested accommodations and/or modifications.

Program Cancellation:

- *A field trip may be cancelled at any time by the school administration and classroom teacher.*
- Any cancellation must be made before 8:00am on the morning of the scheduled trip by the school principal or supervising teacher (after consultation with the school principal) by informing the Program Coordinator.
- The Program Coordinator will check the NSTS website and weather forecast each morning by 6:30am. In the event of a poor weather forecast, an extreme weather forecast or cancellation of buses/school closures, the Program Coordinator will follow the appropriate script below in an email to be sent to the school principal and supervising teacher prior to 7:00am.

In the event of a poor weather forecast:

The St. Kateri Centre operates nature-based outdoor education programs in all seasons throughout the school year. Most activities and most of the day are spent outdoors as there is limited indoor space available.

With today’s current weather forecast calling for _____ I would suggest a reschedule with a new date of _____, however this decision is at the full discretion of the school administration and classroom teacher.

In the event of an extreme weather forecast:

The St. Kateri Centre operates nature-based outdoor education programs in all seasons throughout the school year. Most activities and most of the day are spent outdoors as there is limited indoor space available.

With today’s current weather forecast calling for _____ I would strongly suggest a reschedule with a new date of _____, however this decision is at the full discretion of the school administration and classroom teacher.

In the event of cancellation of buses/school closures:

The St. Kateri Centre operates nature-based outdoor education programs in all seasons throughout the school year. Due to bus cancellations/school closures, today’s field trip is cancelled. We can reschedule with a new date of _____.

- The OE Program Coordinator will pass on all relevant cancellation information to program leaders, Brock placement students and volunteers as required.

During site visit:

- The risk management procedures contained within this document will be referred to and followed by all program leaders and visiting adult supervisors at all times, unless one's professional judgement deems an alternative action (or lack of action) to be a safer alternative.
- The supervising teacher has the right to change the itinerary of the trip if, at his/her discretion, an emergency or dangerous situation arises, or as the situation warrants.
- In the event of an incident occurring on site, appropriate first aid or emergency response protocols will be followed.
- Any major "near miss" events should be reported to the Program Coordinator before the end of the day. A near miss may be defined as any situation that has the potential to cause an incident but fails to do so.
- In the areas of student behaviour management and discipline, the supervising teacher is expected to make every effort to ensure students remain in accordance with the procedures outlined within this document as well as the NCDSB Code of Conduct during the entirety of the field trip.

Following site visit:

- Within 48 hours of the visit, the Program Coordinator will send the **Post Trip Questionnaire** to the attending teacher(s). Teachers and/or EAs are strongly encouraged to complete and return the questionnaire as soon as possible following the site visit.
- Post-trip questionnaire results will be compiled by the Program Coordinator as they are received and specific feedback will be reviewed on a seasonal basis with the program leadership team and a representative from the NCDSB overseeing the Outdoor Education Program.
- A comprehensive review of all questionnaire results and site visitor feedback will be completed annually (each July) by the Program Coordinator and shared with the NCDSB and/or Brock University during the end of year review meeting.
- Detailed review of any incident occurring on site will be completed by the program leadership team at the end of the day of the incident's occurrence.

GENERAL OPERATING PROCEDURES

The Risk Management Procedures contained within this document are designed to complement the NCDSB Code of Conduct Policy, which is to be followed by visiting members of the NCDSB community at all times while participating in an outdoor education program at the St. Kateri Centre.

The Statement of Policy and the Administrative Guidelines for the NCDSB Code of Conduct Policy may be found here (revised 2013): <http://www.niagaracatholic.ca/wp-content/uploads/2014/06/302.06.02-Code-of-Conduct-Policy.pdf>

Release Form

Prior to participation in any outdoor education program at the St. Kateri Centre, all students shall have submitted a signed permission/release form to the teacher or school administrator.

Program Plan

Based on the Pre-Trip Questionnaire submitted by the teacher, a daily program plan will be created by the Lead Program Facilitator in advance of each group's visit.

The tentative program plan will include:

- Numbers and names (when available) of attending NCDSB students/staff/adult volunteers as well as Brock University placement students and/or student volunteers
 - Top three educational/experiential goals and objectives for the day's program
 - Detailed activity schedule including locations, contingency plans for heavy rain or extreme cold/heat and designation of a program leader and support required for each activity
- A detailed program plan will be reviewed by the day's program leadership team during the 8:00am morning meeting on the day of the scheduled visit. The Program Coordinator will be present during the review to address any questions or concerns as well as to share any relevant updates such as attendance numbers or forecasted weather warnings.
 - It is the responsibility of the Program Coordinator to ensure that all program leaders are informed about any pre-determined modifications to student supervision protocols and/or program plans, as suggested in advance by the attending teacher.

Equipment

Equipment required for specific activities will be made available to participating site visitors as needed. Access to equipment storage areas shall be regulated under the direction of either the Program Coordinator or the Lead Program Facilitator.

- At least one member of the program leadership team running any activity requiring specialized equipment should possess the necessary skills and knowledge to advise and assign various participants with appropriately sized equipment (e.g. snowshoeing).
- During program set up, it is the responsibility of the program leaders to ensure that all equipment intended for use by site visitors is in good, working order.

- Program leaders should inspect all equipment prior to use by site visitors. Any equipment found not to be in good, working order will be removed from use immediately and reported to the Program Coordinator before the end of the day.
- All equipment intended for use should be distributed to site visitors in good, working order.
- Visiting students will be instructed on the proper use of equipment and briefed on relevant safety procedures as soon as it is practical.
- Equipment inventory, inspection, maintenance and/or repairs will be conducted as needed at the conclusion of each season (3 times per year).
- Equipment maintenance schedules and repair logs will be prepared, completed and reviewed by the Program Coordinator annually (each July) or seasonally as required.
- Hazardous materials MUST be kept in designated and approved storage areas.
- Any program equipment stored inside the Mill should be kept in an animal-proof container.

Certification and Experience Standards

- The Program Coordinator and Lead Program Facilitator shall each hold a current and valid certification in Standard First Aid and CPR level C (or higher). Both must also possess a clear vulnerable sector criminal record check (VSS) (dated from within one calendar year).
- Prior to beginning to work directly with students, all program leaders must show proof of a clear vulnerable sector criminal record check (VSS) as well as a certificate of completion from the Ministry of Labour's online health and safety training program.
<https://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>
- Program leaders will be individually trained by the Program Coordinator if they are required to possess specific knowledge or technical skills for instructing and/or supervising an activity (e.g. snowshoeing).

On Site Communication

- Program leaders should carry a cell phone at all times while on site for use where access is available when circumstances require communication with one another about the program.
Terrain and remoteness may prevent cell phone reception in several areas of the property
- The Program Coordinator and Lead Program Facilitator will each carry a radio for ongoing 2- way communication during the day.
- No one, with the exception of designated NCDSB representatives, will speak to media while on site.
- Visiting students will not need cell phones to fully participate in outdoor education programs. However, if site visitors want to use cell phones to take photos, permission to do so will be at the discretion of the attending teacher and the program leadership team.
- Cell phones should only be used in a way that does not distract site visitors or program leaders from their role in any outdoor education activity. If using cell phones, site visitors may be advised that cell phones may become lost, wet or damaged during regular participation in any outdoor education program. A secure place to hold phones for the duration of the day may be offered during the opening circle. If phones are surrendered at this time, they will be returned at the closing circle, before bus departure.
- Any supervising adult may ask students to put cell phones away at any time.

Student Supervision Protocols

While on site, students shall be under direct adult supervision at all times. The role of a supervising adult may be filled by an employee of either the NCDSB or Brock University who has successfully completed the Ministry of Labour's online Health and Safety Training and holds an acceptable Vulnerable Sector Background Check. From Brock University, this includes the Program Coordinator and the Lead Program Facilitator.

- While hiking on the property, whenever possible, a supervising adult will be positioned in both the lead (front) and the sweep (back) of the single-file line.
- If not during a designated washroom break (e.g. lunch or snack time), visiting students must be accompanied to the washroom with a supervising adult.
- Students should not be alone with a Brock placement student or student volunteer at any time.
- During activities where students are encouraged to explore an area of the property, boundaries will be clearly indicated prior to the start of the activity. Students will be instructed to stay within sight of a supervising adult at all times.
- Site visitors should not climb over any fence or stone wall at any time.
- Visiting students are not permitted to walk on any paved road otherwise walk off the mowed trail without direct permission from a supervising adult.
- Unsupervised access to Twelve Mile Creek is not permitted while visiting the St. Kateri.
- A sign is posted at each end of the four bridges on the property that reads: STOP, do not pass this sign without an adult. If students reach this sign without an adult, they should stop and wait there before crossing the bridge.
- A program leader will complete an initial head count of visiting students upon arrival and confirm the number of students present matches the head count of the attending teacher.
- A supervising adult should conduct a head count of student groups at each transition time (before leaving an activity area). If all site visitors cannot be accounted for at any time, programming will stop immediately and site search procedures will be enacted.
- Any unidentified person or personal belongings found trespassing on the St. Kateri property should be reported to the Program Coordinator immediately.
- Any student(s) who is/are identified by the attending teacher as posing a potential supervision concern while on site (e.g. at risk of running away), should be brought to the attention of the Program Coordinator when completing the pre-trip questionnaire. Any major concerns of this nature may result in modifications made to the program plan and/or student supervision protocols while this student is present on site.
- When walking along Orchard Hill Road, program leaders will be stationed at the front and back of a single file line of students and supervising adults. Supervising adults should continually remind students to keep to the left hand side of the road.
- The attending teacher will ensure a head count is completed at the end of the day.
- In order to provide effective instruction and supervision during authorized NCDSB outdoor education day trip programs taking place at the St. Kateri Centre, the following ratio of students to supervising adults should not be surpassed:

JK – gr. 6	10:1
Gr. 7 – gr. 8	15:1
Gr. 9 – gr. 12	20:1

Site Access

The following persons are permitted authorized access to the St. Kateri property during the operating hours of a scheduled outdoor education program:

- student enrolled in the school and part of the attending classroom group
- attending teacher, EA or pre-approved parent volunteers
- other NCDSB or NPCA employees
- person not employed by NCDSB requiring access to the premises for lawful purposes
- person invited to attend event, class or meeting
- person authorized by the NCDSB to be present for a specific purpose
- authorized Brock University visitors, placement students or student volunteers

The following persons may not enter or remain on the St. Kateri Centre property and may be directed to leave the premises by any supervising adult:

- Any person whose presence, as judged by any employee of Brock University or NCDSB, is considered detrimental to the safety or well-being of a person already authorized to be on site.
- Any person who fails to report their presence to the Program Coordinator or is prohibited by regulation or under a NCDSB policy to be on the premises.

Any supervising adult may call the Niagara Regional Police Services (NRPS) if he or she feels that police assistance may be required to enforce the restrictions involving site access.

Service Animals

A certified service animal is considered to be an accommodation that is required to allow a student to access the Ontario Curriculum or other alternative program. Decisions regarding the use of certified service animals by students in the school environment are made on a case-by-case basis through the NCDSB.

- Even if already approved for use in the student's school environment (and bus, where applicable), supervising teachers must clearly express on the pre-trip questionnaire that a certified service animal will accompany a student during an outdoor education field trip to the St. Kateri Centre. The Program Coordinator will discuss any additional details with the supervising teacher before confirming that the service animal is permitted on site.
- Any certified service animal must wear the distinctive harness/saddlebag or vest and remain under control and on a leash at all times while on the property.

Footwear

- Footwear that is appropriate for outdoor activities and uneven terrain (such as running shoes, boots, or other closed-toed shoes with non-slip soles) is recommended to be worn at all times.
- Students arriving without appropriate footwear (such as sandals, open toed shoes, or heels greater than ½ inch) may be prevented from participating in various activities. Boots may be offered on loan to site visitors arriving without appropriate footwear.

Water Safety

- Site visitors should never enter Twelve Mile Creek, unless under close and direct supervision of a supervising adult.
- Students will be encouraged to walk slowly and hold handrails (when available) whenever using bridges.
- If a visitor accidentally enters the water, he/she will be immediately asked to return to land by the nearest supervising adult, provided he/she is conscious, uninjured and able to do so independently.
- If a person goes unconscious while standing in the water and/or is lying face down in the water and/or falls from a bridge or wall into the water, immediate assistance is likely to be required for prompt removal from the water by supervising adults trained as emergency first responders. Appropriate procedures for emergency evacuation to hospital will be enacted immediately. If a spinal injury is suspected, no neck and/or back movement should be attempted by first responders until EMS teams arrive on scene.
- No students are permitted to walk on ice or attempt to cross the creek at any time in winter.

Wildlife

- All wildlife encountered while on St. Kateri property shall be treated in a respectful manner, disturbing the animal(s) as little as possible.
- Site visitors are encouraged to keep a safe distance away from any wildlife, especially from animals that may be acting threatened or showing signs of illness (ie. rabies).
- No site visitor should intentionally offer food to a wild animal at any time.
- In order to prevent a situation where a wild animal feels trapped and becomes threatening towards the group or becomes de-inhibited to human interaction, program leaders will use their discretion in directing site visitors to promptly and quietly leave an area containing one or more wild animals.
- Any incident or near miss involving animals on the St. Kateri property should be reported to the Program Coordinator as soon as possible.

Ticks

- The Tick Talk information sheet (see Appendix A) will be distributed to teachers electronically as part of the pre-trip communication from the Program Coordinator. In order to inform parents of the importance of following recommended protocols for locating and removing ticks within 48 hours, teachers are encouraged to distribute this information sheet to parents/guardians on the day of the outdoor education field trip.
- An outdoor worker information sheet offering suggestions for tick avoidance and recommending tick checks will be posted in the resource room of the 3054 house.
- The Program Coordinator will review procedures for tick removal and symptoms of Lyme disease with all program leaders at the start of the spring season.

Poison Ivy

- Program leaders will be alerted to the identifying characteristics of poison ivy at the start of

both the spring and fall seasons. The Program Coordinator should be informed if any poison ivy is found (or suspected) on the St. Kateri Centre property.

- Any areas on the property confirmed to contain poison ivy will be identified with signage. Students will also be verbally instructed not to enter these areas.

Thunderstorms

- When thunder roars, head indoors.
- Program leaders will constantly monitor approaching storms, and will give clear instructions for thunderstorm response procedures to site visitors as required.
- As soon as is practical after hearing thunder or seeing lightning, program leaders will direct all members of the visiting group into a sheltered location (e.g. mill, schoolhouse or bus).
- Program leaders may proceed with contingency activities while sheltered indoors.
- The entire group is to remain under shelter for an additional 30 minutes after the time period when the length of time that passes between the flash of lightning and the sound of thunder is measured as 30 seconds or longer.
- If the Program Coordinator is not present at the time shelter is taken, a program leader will use 2-way radio or cell phone communication to relay this information to the Program Coordinator as soon as is practical.

Winter Considerations

At the start of the winter season, it is the responsibility of the Program Coordinator to ensure program leaders are made aware of seasonally relevant additions to the risk management procedures. In winter:

- EpiPens will be stored in a coat pocket/close to the body while outdoors and NOT in a first aid kit or in a backpack.
- No students are permitted to walk on ice or attempt to enter the creek at any time.
- Bridges and stairs will be checked each morning. If snow-covered, they will be shoveled. If icy, they will be sanded. These tasks will be taken on by one or more program leaders during morning set up, before the group of students arrives on site.
- Program leaders will carry extra clothing in their backpacks to lend to students as required.
- Program leaders will check in regularly with site visitors to assess their level of comfort and are encouraged to adjust the program plan as necessary to spend additional time warming up.

Loss of electrical power

- The Program Coordinator will report any loss of power of greater than one hour to the NCDSB site contact person. The NCDSB representative may then choose to contact the local hydro provider as required.
- Any loss of power for greater than 6 hours in winter or greater than 12 hours in all other seasons may result in the cancellation and/or rescheduling of outdoor education programs.

Loss of water

- In the event of a loss of water at both houses, the Program Coordinator will be notified and report the situation the designated NCDSB site contact person.

Campfire Procedures

Before fire lighting:

- Site visitors will be briefed on relevant campfire/outdoor cooking procedures prior to fire lighting.
- In certain cases, students may be encouraged to collect and prepare wood and other resources to feed the fire. Nothing other than organic, locally harvested materials should be placed into the fire (eg. No aerosol containers, gasoline, bug spray etc.).
- A large bucket will be filled with water and placed next to the fire pit area before lighting the fire.

Fire Lighting:

- Either the Program Coordinator or Lead Program Facilitator must supervise fire lighting.
- In order to approach the fire pit, students must be wearing closed-toed footwear.
- There will be zero tolerance for running or horseplay around the campfire pit. A supervising adult may ask anyone to leave the campfire pit area that does not demonstrate adequate control and/or awareness of his/her behaviour.
- If not present, the Program Coordinator must be alerted (by 2-way radio) when fire is being lit.

Outdoor Cooking:

- Visiting students may have the opportunity to cook their own marshmallows or other foods (e.g. hot dogs) over the fire as part of their outdoor education program.
- Approaching the fire for cooking will occur in waves, with groups of no greater than 5 people within the immediate campfire area at one time.
- Hot drinks should be distributed to students by adults only. Students should only consume hot drinks while remaining seated.
- Only people with permission to enter the cooking area should be there at any time.
- Program leaders will closely supervise all activities occurring around the fire and give additional instructions or reminders to individuals or the group as needed.

Before Leaving Campfire Area:

- All site visitors should ensure all garbage and/or recycling is placed in the appropriate bins and all personal belongings are collected before leaving the campfire pit.
- A supervising adult will be designated to be the last person to leave the campfire pit area. Before departure, this person will ensure any remaining coals are doused with water until no orange glow is visible when stirred with a large stick.
- As necessary, coals may be collected (once cooled) into a bucket and dispersed as fertilizer for nearby trees.

Eating

- Hand sanitizer is provided to all site visitors and program leaders before eating.
- Unless in use, all bins are to be covered with tightly fitted lids in outdoor eating areas.
- Supervision of students during meal time is the full responsibility of the NCDSB employee(s).

Bus

- Bus scheduling is to be arranged by the attending teacher through Niagara Student Transportation Services (NSTS) and invoiced to Student Achievement – Outdoor Education.
- Buses will pick up and drop off students at the intersection of Hollow Road and Orchard Hill Road in Thorold.
- Upon arrival, students and supervising adults should not exit the bus until they have been greeted by a program leader who will board the bus to offer instructions about exiting the bus.
- Attending teachers and bus driver will do a final check of the bus before morning departure.
- A member of the program leadership team will confirm afternoon bus departure time and location with bus driver each morning.
- Program leaders will wait outside the bus upon arrival to stop traffic as required and to direct students to their first gathering point.
- Students running to the bus at the end of the day will be discouraged. All supervising adults will encourage students to walk towards the bus and board in an orderly fashion.
- If bus does not arrive at the pre-determined pick up time, the attending teacher will be responsible for contacting the bus company/NSTS.
- In the event that a student group is waiting on site for a late bus pick up, program leaders may provide extended programming or supervision duties at the discretion of the Program Coordinator so that the supervising teacher may be available to call school administrators and/or parents as required.

FIRST AID AND EMERGENCY PROCEDURES

General First Aid Procedures

Program leaders will use their best professional judgement in order to take appropriate measures to protect all site visitors and themselves from harm.

- The Program Coordinator and Lead Program Facilitator will carry designated first aid kits that contain two EpiPens (one regular EpiPen and one EpiPen Jr.) at all times.
- As part of the seasonal changeover (3 times/year), the Program Coordinator will review the status of all first aid kits on site, ensuring medications are not expired or damaged and quantities of items are stocked appropriately in each kit.
- The Program Coordinator will restock first aid kits immediately after any incident requiring significant resource use.
- If not on the scene at this time of the incident, as soon as is practical, the Program Coordinator must be informed about any situation involving life-threatening injuries, emergency evacuation or first aid response requiring non-emergency hospital evacuation.

- For non-life threatening situations, a person in need of urgent professional medical care or assessment may be evacuated to the nearest hospital (e.g. Welland or St. Catharines) by taxi or personal vehicle and will be accompanied by a supervising adult.
- Under no circumstances should a student who has injured his/her back or neck while on land be moved.
- NCDSB employees will be responsible for the administration of oral medication for attending students under age 18 where such medication has been prescribed during school hours.

Concussion

- The NCDSB recognizes a mechanism for a concussion as a serious injury which requires appropriate follow-up measures to reduce risk of potential additional injury.
- All supervising adults will prioritize concussion awareness, prevention, identification and management while involved with outdoor education programs at the St. Kateri Centre.
- Immediate action must be taken by the attending teacher or another NCDSB employee responsible for the student if any student receives a blow to the head, face or neck, or a blow to the body that transmits a force to the head.
- If in doubt, sit the student out and proceed with implementation of the NCDSB's Concussion Policy and Administrative Guidelines.

Diabetes

- The appropriate on site management of and response to the needs of students identified with diabetes will be the responsibility of the attending teacher, in accordance with the NCDSB Diabetes Management Policy.

Missing Person/People Search Protocol – Preliminary Site Search

Once a person (or people) has (have) been identified as missing, a program leader will stop the activity and calmly gather the remaining members of the group together. If the NCDSB adult supervisor with the group at that time is a teacher, the students will be left under his/her direct supervision while the program leader leaves the group and completes a 5-10 minute preliminary site search on foot. The preliminary site search should include the last known location of the missing person (or people), the closest washroom and nearby areas. If the missing person (or people) is (are) found during the preliminary site search, he/she/they will return to the rest of the group and the interrupted program activity will resume. If the missing person (or people) is (are) not found after 5 minutes of searching and the Program Coordinator is not present, the program leader will inform the Program Coordinator of the situation at this time by radio call. The program leader will then instruct the remaining group of students to walk to the mill with the supervising teacher and wait there for further instruction. If the supervising teacher is not with the group when the missing person (or people) is (are) identified, then the entire group will walk to the mill building and supervision will be handed off to an NCDSB employee as soon as is reasonable, so all program leaders are free to complete a secondary site search.

Missing Person/People Search Protocol – Secondary Site Search

If the missing person (or people) was (were) not found during the preliminary site search, the Program Coordinator will come to the mill and take on the role of Search Leader at this time. The Search Leader will take charge of coordinating an immediate secondary site search of the entire property, re-checking all locations of the preliminary site search.

All remaining students will gather in the designated location (inside the lower mill) and remain there under direct teacher supervision until the secondary site search is over. The Search Leader will inform the Soaring Eagles program staff of the situation as soon as is practical when initiating a Secondary Search.

Before the Secondary Site Search begins:

- Search HQ will be designated as the upper mill (unless an alternative location is preferable) and all available searchers will gather here as fast as possible once a secondary site search is initiated.
- A signal to end the search (5 whistle blasts) as well as a time (after 60 mins cumulative) and meeting location (Search HQ) to reconvene following the secondary site search will be announced by the Search Leader.
- All people choosing to be involved in a Secondary Search will be advised as to the missing person (or people)'s description, last known whereabouts, clothing and any other relevant details, such as the "mood" or possible cause(s) for going missing.
- The Search Leader will hand out 1 property search card (with an attached map) and 1 whistle to each search team (of 1-2 people). If searchers on site have access to a personal vehicle, the Search Leader can designate a search team to drive the nearby roads, with at least one additional person in the passenger seat of the vehicle to call out and watch for signs of the missing person (or people).
- 2-way radios or personal cell phones can be used for communication between search teams and the Search Leader as required.

During the Secondary Search:

- Search teams will walk (and one team drive, if resources allow) around the property and surrounding area in search of the missing person (or people). Search teams will stop and call the name of the missing person at least once every 30 seconds.
- Each search team will search ALL locations listed on the search location card, using the attached property map for reference.
- When a thorough search of the entire area is complete, 15 minutes has passed, or the person is found (whichever comes first), the search team will return to the Search HQ. If the missing person has not been found when a team returns to Search HQ, the search team will hand in their completed search location card and receive a new search location card. Teams will repeat the process above for each location until the search is over. The Search Leader will ensure all 10 areas of the property have been searched once before sending a second team to that area.

ST. KATERI SEARCH LOCATION CARDS

10 – Surrounding Roads BY CAR – To be completed by a teacher or an adult volunteer with access to a personal vehicle ONLY. Search team MUST include a minimum of 1 licensed adult driver and a minimum of one passenger (passengers must not be students).

**Adult will take a charged cell phone with them, turned on and before leaving, give the cell number to the Search Leader. Adult will drive slowly, with open windows. Passenger(s) will shout missing person (people)'s name(s) while visually scanning both sides of the road.

Orchard Hill Road (from Hollow Road intersection to Smiths Tree Farm)

Hollow Road (from Holland Road intersection to Barron Road turn off)

Holland Road (from Cataract Road intersection to where the road name becomes Roland Road)

10 – Surrounding Roads BY FOOT – SEARCH LOCATION 10 – **Surrounding Roads is to be assigned by foot ONLY if searching by car is NOT being conducted.

Hollow Road in both directions near the intersection with Orchard Hill Road.

Orchard Hill Road (as far as they can reasonably cover in 5 minutes) past the driveway of the 3054 house (away from Hollow Road, towards Smith's Tree Farm)

Holland Road, from Hollow Road intersection, to the edge of the property (Upper Trail loop).

*watch for cars while on the road!

1 - BY FOOT - SEARCH AREA 1: map A

Area in front of 3054 house including:

Gravel parking area

Grassy hill (with monument)

Stairs to Orchard Hill Road

Driveway of 3054 house (with gate)

Orchard Hill Road (from end of 3054 driveway to stop sign at Hollow Road)

Field, creek and little cabin on far side of the road (not NPCA property)

Gravel Driveway in front of 3024 house and bus pullover area beside bridge

Brown Schoolhouse – in, under and around the outside

Bus (if waiting) and bus drop off area

*watch out for cars while on the road!

2 - BY FOOT – SEARCH AREA 2: map A

3024 House – in, under, around the entire house, including front stairs, porch, garage, lawn

Grassy hill between 3024 Lawn and Orchard Hill Road

Staircase from 3024 Lawn to Pollinator Field

Path from 3024 Lawn to Pollinator Field

Pollinator Field

Story Bridge

Culvert area

Creek (from culvert to story bridge)

3 - BY FOOT - SEARCH AREA 3: map A

Pine Forest treed area (forested area of pine trees behind 3024 house)

Pine Forest open area (on the slope)
Cemetery trail and Cemetery area
Intersection of Holland Road and Hollow Road
Woodpile Trail (alternate paths from top of flagpole field staircase to flagpole to Pine Forest)
Pine Forest Trail
Upper Trail – From Pine Forest area to Main Trail
*Watch for cars while near the road!

4 - BY FOOT – SEARCH AREA 4: map A
3054 house – throughout the entire house, garage and around the perimeter
3054 front lawn (grassy area beside driveway)
Garden areas (both sides of the stone bridge)
Wishing Well
Stone Bridge
Waterfall Bridge
Creek (between Stone Bridge and Waterfall Bridge)
Round Field

5 - BY FOOT – SEARCH AREA 5: map A
Upper Mill (inside both rooms, and under entry ramp)
Lower Mill and ramp entrance
Turbine Hill
Gravel path between driveway and Gravel Bridge
Stable (all segments)
Toolshed (both levels)
Outhouses (inside both sides and around the structure)
Maintenance Area

6 - BY FOOT – SEARCH AREA 6: map B
Upper Trail (from Upper Field to The Loop)
Upper Field
Middle Field
Cardiac Hill Trail (beside Big Hill)
Big Hill (between Upper Trail and Middle Field)

7 - BY FOOT – SEARCH AREA 7: map A
Main Trail (woodchip trail, from Upper Field to Writer's Cabin)
Writer's Cabin
Willow Tree
Rainbow Field (area beside the creek between Story Bridge and Waterfall bridge)
Sticky Field (between bend in creek and rainbow field)
Creek (from Story Bridge to Waterfall Bridge)

8 - BY FOOT – SEARCH AREA 8: map A
Secret Trail (beside the creek, near back of 3054 house)
Septic Bed/Medicine Garden (flat area beside 3054 house)

Picnic Zone (brown tables) – includes grassy area with a small hill, search both sides of fencing next to the creek

Gravel Bridge (between fire pit and picnic zone)

Creek (between Gravel Bridge and Bridge of Responsibility)

9 - BY FOOT – SEARCH AREA 9: map B

Fire Pit (green picnic benches)

Shelter Zone

Side Trail (check both alternatives)

Middle Trail

Group Spot

Creek (behind Shelter Zone) *if safe access is possible

Ending a Secondary Site Search:

- The search is over once the missing person (or people) has (have) been found OR after 60 minutes of overall search time has passed, whichever comes first.
- The Search Leader will sound 5 whistle blasts (or an air horn) to indicate the end of the search.
- If the missing person (people) has (have) not been found after 60 minutes of searching, the Search Leader will contact the local authorities (Niagara Regional Police) and the NCDSB office to alert them of the situation.

After a Secondary Site Search:

- Further on-site search efforts may be continued based on discretion of the Search Leader and participating search teams.
- An incident report must be completed by the Search Leader as soon as possible after the conclusion of a secondary site search. If the Search Leader was not the Program Coordinator, then the incident report form must be submitted to the Program Coordinator before the end of the day.
- Visiting teachers will be relieved of student supervision duties after the secondary site search is over (by the Program Coordinator or Lead Program Facilitator) in order to allow time for follow through with any additional NCDSB procedures or paperwork (eg. calling the principal, contacting parents/guardians of the missing person/people or filling out incident forms).

Fire

- If a fire breaks out on the property that is unable to be controlled and/or smoke alarms begin beeping, all site visitors and staff will immediately evacuate all buildings using the closest exit.
- If smoke is encountered en route to the closest exit, an alternate exit may be used.
- Once outside, all visitors and program leaders will and move as quickly as possible in an orderly fashion to gather at the smoke pit (end of 3054 driveway).
- A supervising adult will complete a head count to ensure everyone on site is accounted for.
- If the smoke pit gathering site is deemed unsafe for any reason, the Program Coordinator or Lead Program Facilitator may instruct the group to gather at an alternate location (e.g. 3024

parking lot or pollinator garden).

- Students shall follow directions of supervising adults and remain in the designated gathering place until additional instructions are given.
- A supervising adult will call 911 to initiate emergency fire response as soon as is practical. This call will be immediately followed by a call to the NCDSB office to alert them of the situation. The following FIRE script may be used when speaking with emergency dispatch or NCDSB representatives:

“This is (*your name*) and we are currently managing an emergency situation involving a fire.

I am calling from 3024/3054 Orchard Hill Road in Thorold. No one is injured or trapped. We have evacuated the area and will wait (*state location*) for a fire truck to arrive. The phone number here to call back is (905) 892-9111 (*or cell phone # of caller*). Someone will be waiting at the nearest intersection to further direct fire crews upon arrival.”

If someone is trapped in the area of the fire and/or additional life-threatening injuries have occurred, also alert 911 dispatch and the NCDSB office to this important additional information using the EMS information card script (see below).

Fire extinguishers should be located inside each building on the property.

Fire extinguishers should be inspected annually.

Fire extinguishers can be operated by any adult on site who encounters an unplanned fire.

If not present, the Program Coordinator should be alerted as soon as is practical if a fire extinguisher was used and/or the fire department was called.

An incident report form must be completed as soon as is practical if a fire extinguisher was used and/or the fire department was called for any reason.

The Program Coordinator will ensure any fire extinguisher is replaced immediately after use.

Life Threatening Injury

Any adult on site that is trained as an emergency first responder is required to respond to a situation involving life-threatening injuries using appropriate Standard First Aid protocols.

An AED machine can be found in the entryway of the upper mill.

As soon as a life threatening injury has been identified, Emergency Medical Services (EMS) must be called by dialing 911.

If a phone call to EMS cannot be made reliably from the scene of the incident, an adult will be sent to call 911 from the phone located in the white house at 3054 Orchard Hill Road. An information card (including site address and hospital directions) is taped to the wall in the kitchen, next to the intercom machine. This information can also be found inside all mobile first aid kits. These information cards may be used for reference when speaking with EMS or other parties involved with emergency response (e.g. the Program Coordinator or NCDSB representatives).

The EMS information card script reads:

“This is (*your name*) and we are currently managing an emergency situation involving

(describe patient – include person's age and what's wrong). I am calling from 3054 Orchard Hill Road in Thorold. We are managing the situation by (describe first aid response, include any medication given e.g. EpiPen) and would like the following assistance (briefly describe what's needed - e.g. ambulance transport to hospital). The phone number here to call back is (905) 892-9111. Someone will be waiting at the driveway to further direct EMS upon arrival."

If the patient would be most easily accessed from Holland Road (e.g. on the upper field or main/upper trail), EMS may be directed to park in the snowplow turnaround area on Holland Road, between 3040 and 3052 Holland Road.

Unless otherwise specified, the person that calls EMS will also be the person who waits outside the house for EMS to arrive. Upon arrival of EMS crews, this person will explain the situation further and report the patient's status, as well as any drugs administered. Emergency responders should be directed to the person (i.e. the person should be taken to the ambulance by stretcher, not walked out). If resources allow, a person can be sent to the corner of Holland Road and Hollow Road and/or Hollow Road and Orchard Hill Road to direct the ambulance to the ideal location to park upon arrival.

In the event of an emergency requiring evacuation to a hospital, the home school principal and NCDSB administrators will be notified as soon as possible and shall take control of all external communications involving the media, NCDSB staff or parents.

Lock Down or Hold and Secure – to edit

If a threat is identified on the property, attending teachers and program leaders will direct all students into the cultural room in the basement of the 3054 house. Attending teachers and/or NCDSB employees will give direction to program staff and students regarding the appropriate safety procedure.

Appropriate lock down procedures will be followed when a threat has been identified inside the building.

Appropriate hold and secure procedures will be followed when a threat exists outside of the building. All members of the school community are kept indoors.

Communication protocol to alert other on site groups?

If OE group is hiking on the property trails when threat occurs...??

If OE group is in or nearby the mill building when threat occurs...?

Asthma

From: AAIA Asthma InfoSheet (2014-09) www.aaia.ca

Asthma is a common, chronic condition characterized by inflammation (redness and swelling of the inside lining of the airways), bronchospasm (a tightening of the muscles surrounding the airways), and excess mucus production in the small airways of the lungs. Airway narrowing makes it difficult for air to move in and out of the lungs.

There is no cure but it can usually be controlled by minimizing exposure to allergens and irritants and by proper use of medication.

There are varying degrees of severity of asthma, and symptoms can appear unexpectedly. Not all asthmatics experience all symptoms. Some may only have symptoms when they exercise or have a cold. Others may have seasonal allergies that cause asthma symptoms at certain times of the year (e.g., spring or fall).

Common triggers of asthma

Viral Infections – common cold

Allergens – dust mites, indoor and outdoor moulds, animals, pollens

Irritants – smoke, fumes, chemical cleaners, perfumes, paints, weather changes

Exercise – most often running, but any intense exercise can cause symptoms

Laughing and crying, like exercise, cause rapid breathing and may act as triggers. Reliever medications may be used to prevent asthma symptoms before exercise.

Common symptoms of asthma: Coughing, Wheezing, Shortness of breath, Chest tightness

What to do if someone is having an asthma attack:

Have the person **SIT DOWN** to rest, not lie down.

Speak calmly, don't panic – reduce anxiety.

Encourage the use of reliever medication (salbutamol/Ventolin®, terbutaline (Bricanyl®), or similar bronchodilator). Relievers work quickly. Their effects are usually felt within one to five minutes and can last up to twelve hours.

If the person does not respond to the medication, or if the attack seems severe, call an ambulance or transport to the nearest emergency facility.

SEVERE ASTHMA IS A MEDICAL EMERGENCY

Call 911 to initiate an Emergency Evacuation Response immediately if:

There is a bluish/gray colouring of the lips or fingernails;

The skin is “sucked in” with each breath, at the neck or around the collar bone;

The person becomes lethargic or loses consciousness.

Seasonal Allergies (non-severe)

From: <http://www.aaia.ca>

Avoidance is the cornerstone of preventing an allergic reaction. From early spring to late fall, known as times of high exposure to common allergens (ie. pollen), students may require preventive medication to effectively manage symptoms of seasonal allergies. Symptoms may include runny nose, watery eyes, itchiness, nasal congestion, hives and/or difficulty concentrating. Antihistamine or a similar medication suitable for mild, intermittent allergy symptom relief should be administered by a parent, at home, in advance of arriving to the property. Supervising teachers with appropriate authorization may administer medication. OE program leaders should not administer medication for allergies to students.

Anaphylaxis (Severe Allergic Reaction)

Anaphylaxis is a serious, acute, allergic reaction that may cause death if untreated. Epinephrine is the drug of choice for the emergency treatment of severe anaphylactic reactions, as it has a rapid onset and short duration of action. Fatalities from anaphylaxis are often associated with failure to use epinephrine or a delay in the use of epinephrine treatment. Severity of previous anaphylactic reactions does not necessarily determine the severity of future reactions. © 2005-2014 Canadian Society of Allergy and Clinical Immunology

- Individuals at risk of anaphylaxis are advised to carry an epinephrine auto-injector at all times when age appropriate. Additionally, they should wear medical identification, such as a MedicAlert® bracelet, which clearly identifies their allergy.
- Visiting students or adults with a known history of anaphylactic allergic reactions to foods, stings, medications or other environmental factors (ie. exercise, cold) should be identified to the Program Coordinator or Lead Program Facilitator by the attending teacher upon arrival.
- The Program Coordinator or Lead Program Facilitator will then confirm with the attending teacher whether or not the identified person (or people) is (are) carrying his/her/their own EpiPen.
- The Program Coordinator or Lead Program Facilitator will inform the attending teacher of the location of the EpiPen products available on site and which program leaders are trained to administer an EpiPen should the student refuse to self-administer and/or the teacher is not available to administer the EpiPen product on his/her behalf.
- Anaphylaxis Protocol will be reviewed by program leadership team at the start of each season (3 times/year). The Program Coordinator and Lead Program Facilitator will be responsible for remaining up-to-date with changes in Anaphylaxis treatment protocol when recertifying their injection training.

EpiPen product management protocol

1 EpiPen and 1 EpiPen Jr will be carried at all times in a mobile First Aid Kit (or inner coat pocket during winter season programming) by both the Program Coordinator and Lead Program Facilitator.

Any EpiPen or EpiPen Jr will be stored in its protective case (with the blue safety release intact), within a clearly marked mobile First Aid Kit, at room temperature (ideally, at 25 degrees Celsius, but between 15 and 30 degrees Celsius is permissible) and out of direct sunlight. EpiPen products should not be refrigerated.

EpiPen and EpiPen Jr will be assessed by the Program Coordinator on a monthly basis.

Solution should be clear and no damage to the product or the carrying case should be visible.

If fluid is leaking, fluid colour is brown or precipitate (solid particles) is noticeable, EpiPen or EpiPen Jr will be replaced immediately. The Program Coordinator will ensure that each on site EpiPen or EpiPen Jr is replaced before the expiry date passes.

If an EpiPen product is used, the Program Coordinator will be responsible for ensuring the purchase of a replacement product is complete before the next group arrives on site.

When to use an EpiPen in the treatment of anaphylaxis

Trained adult supervisors should administer one dose of Epinephrine, using the EpiPen or EpiPen Jr (determined based on the patient’s weight, or age if weight is unknown), intramuscularly (into the anterolateral aspect of the thigh), as early as possible after the onset of symptoms of a severe allergic response.

If a history of severe reactions exists for a particular person, a trained adult supervisor may choose to administer epinephrine using an EpiPen or EpiPen Jr before symptoms appear if exposure to a known cause has occurred. There are no absolute contraindications to the use of epinephrine in a life-threatening allergic situation. Antihistamines and asthma medications should not be used instead of epinephrine for treating anaphylaxis. While they will do no harm when given as additional or secondary medication, they have not been proven to stop an anaphylactic reaction. **Epinephrine is the only treatment shown to stop an anaphylactic reaction.**

Symptoms of an Anaphylactic Reaction

Because anaphylaxis is a generalized reaction, a wide variety of clinical signs and symptoms may be observed and individual patients will not have predictable reactions. If an allergic person expresses any concern that a reaction might be starting, the person should always be taken seriously. *When a reaction begins, it is important to respond immediately.* Some commonly observed signs and symptoms of an anaphylactic response include:

ITCHY lips, tongue, mouth, throat, nose, eyes, ear canals, skin

SWELLING of lips, tongue, throat, skin

Metallic TASTE

Flushed or reddening SKIN, pale or bluish skin, hives, rash that looks like measles (often present on trunk/abdomen)

“tightness” in THROAT, difficulty swallowing, difficulty speaking, hoarseness, wheezing, cough

NASAL congestion, runny nose, sneezing

STOMACH cramps, feeling of nausea, abdominal pain, vomiting and diarrhea

Sudden feeling of faintness, weakness, chest pain, irregular heartbeat, increased heart rate

HYPOTENSION (low blood pressure), weak pulse, dizziness, lightheadedness

Anxiety or an overwhelming sense of doom/something bad is about to happen

Reddening eyes and tearing

Lower back pain and uterine contractions (in women)

Collapse, passing out or loss of consciousness

EpiPen Dosage Information

EpiPen delivers a dose of 0.3mg in 0.3mL of 1:1000 dilution.
EpiPen is intended for adults and children who weigh 30kg/66lbs or more (or > 10 years old)
EpiPen Jr delivers a dose of 0.15mg in 0.3mL of 1:2000 dilution
EpiPen Jr. is intended for children who weigh between 15kg/33lbs and 30kg/66lbs (between 3-4 years old and 9-10 years old, on average)

EpiPen and EpiPen Jr. Injection Instructions

When giving epinephrine, it is recommended to have the person sit or lie down. When administering to a child, it may be helpful to support or brace their leg to reduce movement. EpiPen and EpiPen Jr are intended for intramuscular use in the anterolateral aspect of the thigh, through clothing if necessary. Do not inject into the buttock, hands or feet.

1. Remove EpiPen or EpiPen Jr from carrier tube
2. Grasp EpiPen or EpiPen Jr forming a fist around the unit, with the orange tip pointing down. Do not put thumb, fingers or hand over orange tip or press orange tip (where needle comes out)
3. Remove blue safety cap by pulling straight up (do not bend or twist)
4. Swing and push orange tip firmly into outer thigh (through clothing if necessary) so that it “clicks” and HOLD firmly on thigh for several seconds.
5. Remove EpiPen or EpiPen Jr from the thigh. Massage the injected area if desired.
6. Used EpiPen products will not fit back into the carrier. Dispose of used products in a designated sharps container for hazardous materials. If no approved sharps disposal container is available, used EpiPen products may be given to emergency responders or emergency room personnel.

Following injection of epinephrine

- Epinephrine can be re-injected every 5 to 15 minutes until resolution of anaphylaxis or signs of adrenaline excess (ie. palpitations, tremor, extreme anxiety) are observed.
- The second dose of epinephrine should only be given in situations in which the allergic reaction is worsening or not improving. Signs that the reaction is worsening are that the patient’s breathing becomes more difficult or there is a decreased level of consciousness.
- Following injection of epinephrine, regardless of symptoms, the individual **MUST** be immediately transported to hospital for further evaluation and observation, ideally by ambulance. Call 911 and follow Emergency Evacuation procedures (below).
- Communication to school secretary and parents of the student must be initiated by the supervising teacher or Program Coordinator as soon as is practical.
- A program leader will fill out an incident report form and alert the NCDSB office as soon as is practical following an administration of epinephrine to any site visitor.
- After giving epinephrine, place the person on their back with their legs raised.
- If the patient feels sick or is vomiting, he/she should be placed on his/her side so that the airway is clear. It is important to avoid having an individual immediately sit up or stand after receiving epinephrine as these sudden changes of position may lower their blood pressure, worsen their condition, and potentially result in their death.
- A supervising adult should stay with the child at all times following the injection of epinephrine.
- Note the time of administration of the first epinephrine auto-injector so that you know how long it has been since the child received the first dose of epinephrine and can report this information to paramedics upon arrival.

Phone Numbers List

Emergency Police/Fire/EMS: 911

Non-Emergency: Fire Department (905) 684-4311
Niagara Regional Police (905) 688-4111
Provincial Police (OPP) Niagara Detachment: 1-888-310-1122
Niagara Health System Ontario (regional hospitals) (905)378-4647
Hotel Dieu Shaver (hospital) (905) 685-1381
24-hour Distress Centre (905) 688-3711
Niagara Region Public Health (905) 688-3762
Niagara Region Sexual Assault Centre (905) 682-4584
Central Taxi (St. Catharines) (905) 685-7343
Niagara Student Transportation Services (NSTS) 905 346-0290

Hospital Directions

Welland County General Hospital (approx. 14kms from St. Kateri)
65 Third Street, Welland, ON L3B 4W6

Head southeast on Orchard Hill Dr toward Hollow Road (170m)
Turn left onto Hollow Rd (250 m)
Slight right onto Holland Rd (2.3 km)
Turn right onto Merrittville Hwy/RR 50 Continue to follow Regional Rd 50 (8.4 km)
Continue onto Niagara St (1.4 km)
Continue onto Division St (220 m)
Turn right onto King St (1.1 km)
Turn left onto Third St (220 m)

St. Catharines Hospital (NHS) (approx. 13kms from St. Kateri)
1200 Fourth Avenue, St. Catharines, ON L2S 0A9

Head southeast on Orchard Hill Dr toward Hollow Road (170m)
Turn left onto Hollow Rd (250 m)
Sharp left onto Holland Rd (700m)
Continue onto Roland Road (2.6km)
Turn right onto Effingham Street (2.8km)
Slight left onto Fifth Street Louth/RR 28 (3.5km)
Turn right onto Niagara Regional Road 81 (850m)
Turn left at the first cross street onto Third Street Louth (1.6km)
Turn right onto Fourth Ave/RR 77 (700m)

OUTDOOR EDUCATION INCIDENT REPORT FORM PROCEDURES

Following initial administration of first aid or an emergency response, an Incident Report Form must be completed by the nearest supervising adult and submitted to the Program Coordinator for review as soon as possible. Incident report forms are available inside each of the mobile on-site first aid kits, in the office of the Program Coordinator as well as in the resource room at 3054 Orchard Hill Road.

If first-aid is being administered, it is recommended that the Incident Report Form be completed BOTH during and after this process. The form should be completed while on site. The Program Coordinator will help to ensure adequate time before the end of the day is provided for this purpose.

If in doubt, fill it out. The Incident Report Form should be filled out for any of the following:

- Injury
- Sudden and severe illness
- Anaphylactic reaction
- Other student issue (student is highly disruptive, violent or tries to leave the property)
- Emergency (where 911 is called and/or evacuation is carried out)
- Animal bite or unplanned interaction with the environment causing stress or a reaction
- Missing person/people

To fill out the incident report form correctly, it is best, whenever possible, to have the person (or people) involved in the incident dictate in their own words, the written account of the details surrounding the incident. The person completing the form should sign and date the form and hand in a hard copy of the completed report to the Program Coordinator, who will also review the incident report form; add any comments, and sign and date the form. Each completed form will then be reported to a representative from Brock University and/or the NCDSB for additional review (sign and date). This incident report form will then be filed on site in the office of the Program Coordinator.

The Program Coordinator and NCDSB representatives will conduct an annual review of all Incident Report Forms at the end of each academic year (July).

Online copies of the incident report form for Brock students or employees can be found here: https://brocku.ca/webfm_send/36502

ADDITIONAL INCIDENT REPORTING PROCEDURES

WSIB Claim

From www.wsib.on.ca

A work-related accident **MUST** be reported to WSIB if a worker:

- Requires health care* (NOT only first aid**)
- Is absent from regular work
- Earns less than regular pay for regular work (e.g. part-time hours)
- Requires modified work at less than regular pay
- Requires modified work at regular pay for more than seven calendar days following the date of the accident

A work-related accident is not required to be reported to WSIB if a worker:

- receives only first aid**
- requires modified work at regular pay for seven calendar days or less, following the dates of the accident

*Health care includes:

- services requiring the professional skills of a health care professional (e.g. doctor, nurse, chiropractor or physiotherapist)
- services provided at hospitals and health facilities that could only have been administered by a health care practitioner
- prescription drugs

**First Aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only. First aid includes, but is not limited to:

- cleaning minor cuts, scrapes or scratches
- treating a minor burn
- applying and/or changing bandages and/or dressings
- applying a cold compress, cold pack or ice bag
- applying a splint

In the case of injury to a Brock University unpaid placement student

If a Brock University unpaid placement student is injured while on site completing field placement hours for a required or optional course, the Site Coordinator will ensure the incident report form is completed as soon as possible. This form will be submitted to the Associate Dean of Undergraduate Studies in the Faculty of Applied Health Sciences for review (and signature) and then submitted to Human Resources - Health, Safety & Wellness at Brock University (besafe@brocku.ca) within 24 hours. As needed, the Program Coordinator will work with the individual student in each scenario to ensure the appropriate MAESD forms are completed (eg. Letter of Authorization to Represent Employer - signed by a NCDSB representative and the MAESD Postsecondary Student Unpaid Work Placement Workplace Claim Form - fillable online) and submitted in a timely fashion in the event that a WSIB claim is appropriate.

Please note that once a student has completed the required field placement hours for their course, they are no longer considered an unpaid placement student and the instructions stated above no longer apply. Any additional time spent assisting with the NCDSB outdoor education program would be in a volunteer capacity (see section below).

In the case of injury to a volunteer

If any volunteer, who may or may not be a current Brock University student, is injured while on site providing services in connection with an authorized NCDSB outdoor education program, he/she is ineligible for WSIB coverage by the Brock University insurance policy. All volunteers will be made aware of this information prior to arriving on site in this role. Access to private insurance coverage in this case is recommended.

In the case of injury to a Brock Employee

If a Brock University employee receiving a T4 (eg. Lead Program Facilitator or Program Coordinator) is injured while on site, the Program Coordinator will ensure that an incident report form is completed as soon as possible and retained on file. This form will be submitted to the Associate Dean of Undergraduate Studies in the Faculty of Applied Health Sciences for review (and signature) and then submitted to Human Resources - Health, Safety & Wellness at Brock University (besafe@brocku.ca) within 24 hours. As needed, the Program Coordinator will work with the individual in each scenario to assist with submitting the appropriate forms within 7 business days in the event that a WSIB claim is appropriate.

In the case of injury to a NCDSB employee

In addition to the required Incident Report Form, NCDSB employees are also required to complete the Niagara Catholic District School Board Workplace Safety and Insurance Board Employee Incident/ Accident Report. Copies of this report will be available in the Program Coordinator's office and may be requested by NCDSB employees as needed.

APPENDIX A



TICK TALK

The NCDSB recommends a **full body skin check is completed as soon as possible** after your son or daughter returns from the outdoor education field trip.

Ticks can attach to any part of the human body but are often found in hard-to-see areas. Parents should check their children for ticks under the arms, in and around the ears, inside the belly button, behind the knees, between the legs, around the waist, and especially in their hair. Parents should also carefully examine coats, clothing and packs.

Tumble dry clothes in a dryer on high heat for 10 minutes to kill ticks on dry clothing. If the clothes require washing first, hot water is recommended. If the clothes cannot be washed in hot water, tumble dry on low heat for 90 minutes or high heat for 60 minutes.

Why is this important?

Lyme disease results from the bite of an infected black-legged tick, also known as a deer tick. Most humans are infected through the bites of immature ticks called nymphs. Nymphs are tiny (less than 2 mm) and difficult to see, usually the size of a poppyseed.

In most cases, the tick must be attached for 36 to 48 hours or more before the Lyme disease bacterium can be transmitted, so a full body check should be conducted within this timeframe.

What if I find an attached tick?

Gently remove any attached ticks with tweezers. Avoid crushing the tick's body. DO NOT use petroleum jelly, a hot match, nail polish, or other products. Grasp the tick firmly and as close to the skin as possible. With a steady motion, pull the tick's body away from the skin. Do not be alarmed if the tick's mouthparts remain in the skin. Cleanse the area with an antiseptic.

What if a rash or other early onset symptoms develop?

See your doctor immediately. Tell your doctor about when and where you found the tick. Patients treated with appropriate antibiotics in the early stages of Lyme disease usually recover rapidly and completely. The first symptom may be a circular rash, appearing 3-30 days after a tick bite, however, this rash is not always present, so also be aware of other early symptoms such as fatigue, chills, fever, headache, muscle and joint aches and swollen lymph nodes.

For more information visit: https://www.niagararegion.ca/living/health_wellness/disease-prevent/lyme-disease.aspx

WINTER PRECAUTIONS

In regards to the upcoming outdoor education field trip at the St. Kateri Centre, please be advised:

IN ADVANCE:

- When outdoor temperatures (including windchill) are forecast to be below -15°C during the day of a group's scheduled visit, the Program Coordinator will communicate with the school principal and attending teacher to discuss options for canceling the visit and rescheduling for an alternative date. This communication will be initiated no later than 7:00am.
- In the event of school closures or suspension of bus services related to poor weather conditions, the outdoor education field trip will be cancelled and attempts made to reschedule for an alternative date.
- Students must be reminded to dress appropriately for spending the majority of the day outdoors. Teachers should ensure that all students arrive at the site with proper winter boots and jackets. Parents should be advised to pack extra socks, mittens, hats and additional warm layers for their children to put on during the day if they get cold or wet.

WHILE ON SITE:

- At the start of the day, program leaders will offer to loan items such as mittens, toques, boots, or jackets as required, to individuals in need of these items.
- Before starting each new activity, outdoor education program leaders will verbally and visually assess the level of comfort of all site visitors under their supervision. Program leaders will pay particular attention to discolouration of exposed skin (e.g. ears, hands, lips) when temperatures are below zero degrees Celsius. Program leaders are encouraged to use their judgement and suspend/adjust the program as necessary in order to spend additional time indoors. Program leaders will not rely on site visitors to disclose their needs.
- No visiting students are permitted to walk on ice or next to the creek at any time.
- No visiting students are permitted to use a sled on any hill on the property.
- Bridges may be roped off when covered with snow and ice, at the discretion of the Program Coordinator.
- Indoor space is limited to the upper and lower floor of a historic mill building. These areas will be available for snack, lunch and some activities. The lower level has several space heaters, however hats and jackets are strongly recommended to still be worn indoors.
- Washroom facilities are Port-o-Potty and not heated
- Hand sanitizer will be used before eating or after using the washroom
- All site visitors will be encouraged to walk slowly and carefully down hills and on any slippery trail sections.

St. Kateri Centre Outdoor Education Program Pre-Trip Questionnaire

School: _____ Date of Visit: _____

Teacher: _____ Grade: _____ #of Students: _____

1. Trip Supervision - Please list all

- Teacher(s) attending:

- EA(s) attending (and Name(s) of Supervised Students):

- Parents/Adult Volunteers attending:

2. In order to assist with program planning:

A) Please describe ALL known medical and/or physical mobility issues that could impact student participation in extended outdoor activities at this time of year.

B) Please describe ALL known learning challenges that could potentially impact student participation in the outdoor education programs at St. Kateri. Please also include any suggested accommodations or modifications related to a student's IEP, English language proficiency or other behavioural, social or emotional issues.

4. Are you planning to do an environmental awareness project with your students this year? If yes, please describe briefly.

5. Please rate the following in terms of importance when considering your expectations for the upcoming outdoor education field trip to St. Kateri

(1-8, 1 being MOST important, 8 being LEAST important)

_____ physical activity

_____ working together/problem solving in groups

_____ learning about plants and/or animals

_____ learning about the history of the property

_____ "hands on" activities

_____ quiet time for reflection and observation in nature

_____ each student taking home an object at the end of the day (eg. art piece)

_____ environmental awareness/eco-literacy

6. Please add any additional comments or questions in the space below.

Thank you for your input.

**Please attach a class list to this document and scan and send all pages to the
Niagara Catholic Outdoor Education Program Coordinator, Liz Kirk: ekirk@brocku.ca**

(print on school letterhead)

Niagara Catholic District School Board Outdoor Education Permission/ Release Form

Dear Parent(s)/Guardian(s),

Our class will be participating in an Outdoor Education Program at St. Kateri, 3054 Orchard Hill Road, Thorold on *(insert date)*_____. During this day students will be participating in hands-on outdoor/ environment/ nature activities. The agenda of the day is designed to highlight particular literacy, numeracy, science and technology strands of the Ministry curriculum as well as enhance Catholic Graduate Expectations (i.e. A Responsible Citizen).

Students must dress appropriately for the weather (layers, warm clothing) and must wear proper footwear (running shoes, boots, shoes with non-slip soles) and bring their own lunch and a refillable water bottle. Parents are encouraged to review *Niagara Region Ticks and Lyme Disease Facts* at www.regional.niagara.on.ca/living/health_wellness/disease-prevent/lyme-disease.aspx.

In the event of a heavy rain cancellation the school will be notified by 8am and the trip will be rescheduled.

Students attending this trip will be transported to and from the site by school bus. There is no cost for this trip.

All permission forms must be returned to the school by *(insert date)*_____.

Outdoor Education Permission/ Release

I, _____ (parent/ guardian) hereby grant my son/daughter _____ permission to travel by bus to attend the Outdoor Education Program at St. Kateri, 3054 Orchard Hill Road, Thorold on *(insert date)*_____.

I understand the risk in participating in natural/ outdoor environments and I understand that my son/ daughter is expected to follow the School Code of Conduct at all times, and to abide by the Outdoor Education Program Risk Management Procedures while at the site.

Parent/Guardian Signature

Date

Special Concerns/ Considerations:_____

OUTDOOR EDUCATION PROGRAM TEACHER INFORMATION

Location of Program

St. Kateri Tekakwitha Centre – in the former village of St. Johns
3024 Orchard Hill Road Thorold, ON L0S1E6
905-892-9111

Board Coordinator of Program

Jennifer Pirosko
NCDSB Student Achievement
jennifer.pirosko@ncdsb.com
905-735-0240 ext.190

Outdoor Education Program Coordinator

Liz Kirk
NCDSB Outdoor Education Program Coordinator
Brock University Experiential Education Coordinator, Outdoor Recreation
ekirk@brocku.ca
905-688-5550 ext. 4298

Program Facilitators and Student Volunteers

Selected current students and recent graduates from Brock University's Faculty of Applied Health Sciences and Faculty of Education

Site Details

- **Date of trip:** To be determined by email

- **Time:** 9:00 – 9:30am arrival/2:00 - 2:30pm departure, based on distance to home school

***In the event of an extreme weather alert/forecast, the supervising teacher and school principal will be notified no later than 7:10am the morning of the trip and every effort will be made to reschedule the trip. If bus transportation is cancelled due to inclement weather, the trip will be rescheduled to another date.**

- **Transportation:** Please arrange transportation through your school (NSTS). Buses should drop off and pick up students at the corner of Hollow Road and Orchard Hill Road, next to the little brown schoolhouse. Departure time will be confirmed with the bus driver at dropoff. ***Please do not begin to unload students off the bus until an Outdoor Education Facilitator comes to meet you.**

- **Driving:** There is very limited parking for personal vehicles at the site. All adult supervisors are encouraged to take bus transportation provided by the school.

- **Cost:** There is no cost to students for this trip. If part of NCDSB, transportation arranged by your school is to be charged to Student Achievement- Outdoor Education.

- **Meals/Snacks:** Students MUST bring a litterless lunch, snacks and a reusable water bottle to consume throughout the day. Water bottle refill stations will be available on site for student use.

- **Day Plan:** Please ensure that the Pre Trip Questionnaire is completed in detail, in order to assist the Program Coordinator in creating an agenda that will best meet your students' needs. In the case of heavy rain, thunderstorms or extreme cold, the day's pre-planned activities may be revised and/or moved indoors at the discretion of the Program Coordinator.

- **Permission/ Release Forms:** Each student attending the site must have a completed and signed NCDSB Outdoor Education Permission/Release Form. Teachers are required to bring and keep all forms with them on the day of the trip. **Students that do not hand in completed permission/release forms will not be permitted to attend the trip.**

- **Washrooms:** Visiting students and staff will have access to outdoor washrooms (Port-o-Potty) while on site. Students are encouraged to use these facilities before they depart to explore the property.

- **Clothing/ Footwear:** All visiting students should arrive at the site dressed appropriately for the day's weather forecast, well prepared to be active, outside in the elements for the duration of the day. Seasonally appropriate layers of warm clothing, rain coats and pants, as well as sturdy, waterproof footwear are highly recommended.

- **Accessibility:** All students are welcome. Several of the buildings and building entrances at the St. Kateri Centre are fully accessible to those with physical disabilities, or mobility constraints, although some of the pathways/terrain may be difficult to navigate. Several of the pathways on site contain stairs. Please ensure that the Pre Trip Questionnaire is completed and submitted in a timely manner in order to assist the Program Coordinator in planning a safe and valuable experience for each student.

- **First Aid:** The Program Coordinator and Lead Program Facilitator are certified in CPR and Anaphylaxis Response as part of their Standard First Aid training. Several first aid kits are located on site, including mobile kits that will be carried at all times by the Program Coordinator and Lead Program Facilitator. Each will carry one EpiPen and one EpiPen Jr. for use in the emergency treatment of an anaphylaxis. Detailed emergency procedures are further outlined in the Outdoor Education Program Risk Management Procedures Manual.

- **Behaviour:** All students are expected to follow their School Code of Conduct at all times as well as abide by the Outdoor Education Program Risk Management Procedures while at the site.

- **Supervision:** Supervising teachers, EAs and adult NCDSB volunteers are expected to accompany the visiting students at all times throughout the day. The Program Coordinator and/or Program Facilitators will further direct supervision needs as required

Bus Directions to St. Kateri Centre

From the **406 SOUTH** toward Welland

1. Head south on ON-406 S
2. Take the Regional Road 67/Beaverdams Road exit
3. Turn right onto Beaverdams Rd/Regional Rd 67
4. Turn left onto Merrittville Hwy/Regional Rd 50 (go 2.0 kms)
5. Turn right onto Holland Rd (at the Merrittville Speedway)
6. Slight left onto Hollow Rd (down the hill)
7. Turn right and pull over at the first driveway of the first intersection on the right (where Hollow Road and Orchard Hill Road meet), next to the little brown schoolhouse.

From the **406 NORTH** toward Thorold

1. Head north on ON-406 N
2. Take the Regional Road 20 exit toward Fonthill/Niagara Falls
3. Turn left onto Hwy 20/RR 20 W
4. Continue to follow Hwy 20/RR 20 W (1.5kms)
5. Turn right onto Merrittville Hwy/Regional Rd 50 (go 2.1 kms)
6. Turn left onto Holland Rd (at the Merrittville Speedway)
7. Slight left onto Hollow Rd (down the hill)
8. Turn right and pull over at the first driveway of the first intersection on the right.