

AGENDA: 9:30 a.m.

1. Call to Order
2. Approval of the Agenda
3. Consent Items: Communications & Community Engagement - update on any changes to procedures within this pillar

Policy Reviews:

Human Resources:

4. Accommodation of Staff
5. Recruitment & Selection
6. Staff Progressive Discipline
7. Occupational Health & Safety – annual review
8. Workplace Violence & Harassment Prevention – annual review

Safety & Well-Being:

9. Medical Health Supports

10. Adjournment – next policy meeting: TBD

Subject: Communication and Community Engagement Procedures

Executive Council Member Responsible: Peter Sovran
Associate Director, Learning Services



The following chart updates Trustees on the changes made to the procedures attached to the policies, under the Communications and Community Engagement Pillar policy.

The policies and procedures under this pillar include:

1.1 Barrier-Free Learning Environments

- Barrier-Free Learning Environments Procedure

1.2 Community Engagement

- Alcoholic Beverages on Board Premises Procedure
- Establishing Working Relationships with Third-Party Professionals/Paraprofessionals Procedure

1.3 Copyright Fair Dealing

- Fair Dealings Procedure

1.4 Integrated Accessibility Standards

- Accessibility in Employment Procedure
- Accessibility Plans Procedure
- Accessibility Standards for Information and Communication Procedure
- Accessibility Standards for Student Transportation Procedure
- Monitoring and Feedback on Accessible Customer Service Procedure
- Notification of Disruption of Service Procedure
- Use of Assistive Devices by the General Public Procedure
- Use of Service Animals by the General Public Procedure
- Use of a Support Person by the General Public Procedure

1.5 Parent Engagement

- Working Title: Custodial, Non-Custodial, Separated, Divorced Parents; Alternative Guardianships

1.6 Privacy and Information Management

- Canada’s Anti-Spam Legislation Procedure
- Privacy and Information Management Procedure

1.7 Visual Identity

- Visual Identity Manual

1.8 Volunteer

- Volunteer Procedure

Consent Agenda: A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the committee allowing anyone to request that a specific item be pulled out for discussion.

Listed below is a summary of the changes to all procedures under the Communication and Community Engagement Pillar.

1.1 Barrier-Free Learning Environments (policy review date: 2020)

Last reviewed in 2016

Procedure Name	Last Amended	Changes Made	Reason
Barrier-Free Learning Environments Procedure	2016	None	N/A

1.2 Community Engagement (policy review date: 2022)

Last reviewed in 2018

Procedure Name	Last Amended	Changes Made	Reason
Alcoholic Beverages on Board Premises Procedure	2018	None	N/A
Establishing Working Relationships with Third-Party Professionals/Paraprofessionals Procedure	2018	None	N/A

1.3 Copyright Fair Dealing (policy review date: 2021)

Last reviewed in 2017

Procedure Name	Last Amended	Changes Made	Reason
Fair Dealings Procedure	2017	None	N/A

1.4 Integrated Accessibility Standards (policy review date: 2021)

Last reviewed in 2017

Procedure Name	Last Amended	Changes Made	Reason
Accessibility in Employment Procedure	2017	None	N/A
Accessibility Plans Procedure	2017	None	N/A
Accessibility Standards for Information and Communication Procedure	2017	None	N/A
Accessibility Standards for Student Transportation Procedure	2017	None	N/A
Monitoring and Feedback on Accessible Customer Service Procedure	2017	None	N/A
Notification of Disruption of Service Procedure	2017	None	N/A
Use of Assistive Devices by the General Public Procedure	2017	None	N/A
Use of Service Animals by the General Public Procedure	2017	None	N/A
Use of a Support Person by the General Public Procedure	2017	None	N/A

1.5 Parent Engagement (policy review date: 2022)

Last reviewed in 2018

Procedure Name	Last Amended	Changes Made	Reason
Working Title: Custodial, Non-Custodial, Separated, Divorced Parents; Alternative Guardianships	2018	To create this procedure	At the April Board Meeting, Trustees passed a revised Parent Engagement Policy that now includes language about separated parents.

1.6 Privacy and Information Management (policy review date: 2018)

Last reviewed in 2014

Procedure Name	Last Amended	Changes Made	Reason
Canada's Anti-Spam Legislation Procedure	2014	None	N/A
Privacy and Information Management Procedure	2014	None	N/A

1.7 Visual Identity (policy review date: 2021)

Last reviewed in 2017

Procedure Name	Last Amended	Changes Made	Reason
Visual Identity Manual	2017	None	N/A

1.8 Volunteer (Policy review date: 2018)

Last reviewed in 2014

Procedure Name	Last Amended	Changes Made	Reason
Volunteer Procedure	2014	None	N/A

Subject: Human Resources Policies

Executive Council Member Responsible: Jamie Nunn
Superintendent, Human Resources



BACKGROUND

The following policies are being presented for review:

Policy 4.1 Accommodation of Staff

Review – Minor

Policy highlighting the legal obligations under various legislation to provide safe working and learning environments that support employees with disabilities in the performance of their job duties

Policy 4.6 Recruitment and Selection

Review – Minor

Policy confirming commitment to creating and sustaining an inclusive and safe work environment through recruitment and selection practices that are consistent, transparent and equitable.

Policy 4.8 Staff Progressive Discipline

Review – Minor

Policy committing to progressive discipline as a corrective measure to ensure that employees maintain appropriate behavior and carry out their duties responsibly, effectively, and diligently.

RECOMMENDATION(S)

Staff are suggesting to the Trustees on the policy committee, that the Human Resources policies be recommended for approval.



Accommodation of Staff

Date Approved: XXXX

Projected Review Date: XXXX

Page 1 of 3

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to meeting all legal obligations, to provide safe working and learning environments that support employees with disabilities in the performance of their job duties and to foster the development of trustful and respectful relationships.

GUIDING PRINCIPLES:

- Respecting the dignity of all employees with disabilities in the accommodation process.
- Protecting the safety of all staff.
- Maintaining staff's right to privacy.
- Supporting staff in a flexible and responsive manner as need arises.
- Responding appropriately to support staff by providing reasonable accommodation.

INTENDED OUTCOMES:

In meeting the specific accommodation needs of staff, HWDSB will:

- Engage staff in a collaborative and inclusive process.
- Provide staff with reasonable accommodations that support a safe return to work.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Legal obligations: Obligations as identified under legislation (Ontario Human Rights Code, Workplace Safety and Insurance Act, Occupational Health and Safety Act, Canadian Charter of Rights and Freedoms)

Staff: A person employed by HWDSB who performs work or supplies services for monetary compensation.

Disability: Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial



Accommodation of Staff

Date Approved: XXXX

Projected Review Date: XXXX

Page 2 of 3

appliance or device. A condition of mental impairment or a developmental disability. A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language, a mental disorder.

Accommodation: A means of preventing and removing barriers that impede staff with disabilities from participating fully in their employment.

Reasonable Accommodation: Modifications or supports that address the restrictions and limitations of staff to fully participate in their employment.

ACTION REQUIRED:

Take necessary steps to fulfil legislative requirements relevant to the accommodation of staff in employment.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Engage staff in a collaborative and inclusive process.	Plans are agreed to during return to work meetings with staff, their immediate supervisor and employee group representative.
Provide staff with reasonable accommodations that support a safe return to work.	Staff successfully returned to work. Feedback from accommodated staff and Administration on success of accommodation. Accommodations meet the restrictions and limitations identified by the employee and treating physician.

REFERENCES:

Government Documents

Ontario Human Rights Code
 Workplace Safety and Insurance Act
 Occupational Health and Safety Act
 Accessibility for Ontarians with Disabilities Act
 Canadian Charter of Rights and Freedoms
 Collective agreements, where applicable



Recruitment and Selection

Date Approved: 2014

Projected Review Date: 2018

Page 1 of 3

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) strives to attract qualified individuals to support the achievement of its strategic directions. The board is committed to creating and sustaining an inclusive and safe work environment through recruitment and selection practices that are consistent, transparent and equitable.

GUIDING PRINCIPLES:

HWDSB believes in:

- Establishing and maintaining discrimination free environments.
- Maintaining the highest level of ethical and professional standards.
- Recruiting and hiring skilled and qualified employees to support student achievement.
- Developing a workforce that is representative of the diversity of the student body in the Hamilton-Wentworth region.
- Exercising due diligence throughout the hiring process to align with legislated mandates.
- Equitable treatment of potential employees throughout the hiring process.
- Providing support and training to staff who are involved in the hiring process.

INTENDED OUTCOMES:

When hiring potential employees, HWDSB will:

- Hire the best candidates to meet HWDSB's strategic directions and student needs.
- Meet mandated legislative requirements.
- Provide and maintain a safe and secure working and learning environment to protect all students and staff from exposure to harmful risk.
- Provide a consistent, equitable process for screening, interviewing and selecting potential employees.

RESPONSIBILITY:

Director of Education
Members of Executive Council



Recruitment and Selection

Date Approved: 2014

Projected Review Date: 2018

Page 2 of 3

TERMINOLOGY:

Employee: An employee is an individual who agrees to work in a contract for services, on a full-time or part-time basis, for HWDSB for a specified or indeterminate period. Salary or wages are paid to this individual and from this payment; deductions are taken for Canada Pension Plan, Income Taxes and Employment Insurance.

ACTION REQUIRED:

Recruit for prospective employees who are qualified and meet the specific qualifications for each position using consistent, inclusive and equitable recruitment practices. Assist qualified candidates from diverse backgrounds to acquire relevant employment experiences by providing appropriate learning opportunities when possible (e.g. job coaching).

PROGRESS INDICATORS:

Intended Outcome	Assessment
Hire the best candidates to meet HWDSB's strategic directions and student needs.	<p>Conduct ongoing research regarding HWDSB demographics to better inform recruiting and hiring practices.</p> <p>Community outreach to inform members from our diverse community about career opportunities in education to address current and emerging staffing needs and attract applicants that represent our student population.</p> <p>All candidates selected for interview meet the educational, skill and experience qualifications required for the advertised position.</p>
Meet mandated legislative requirements.	All documentation required on the pre-screening form is received and meets legislative and job requirements for every new hire.
Provide and maintain a safe and secure working and learning environment to protect all students and staff from exposure to harmful risk.	All criminal background checks and vulnerable sector screenings are reviewed and meet HWDSB requirements.



Recruitment and Selection

Date Approved: 2014

Projected Review Date: 2018

Page 3 of 3

Intended Outcome	Assessment
Provide a consistent, equitable process for screening, interviewing and selecting potential employees.	<p>All candidates receive and complete the same required documentation.</p> <p>The recruitment process is applied consistently to all potential candidates.</p> <p>Hiring supervisors receive appropriate training and tools for leading a fair and equitable hiring process.</p> <p>Staff who participate on interviewing panels receive appropriate training and tools for participating in the hiring process.</p>

REFERENCES:

Government Documents

Canadian Charter of Rights and Freedoms
 Child and Family Services Act
 Criminal Code of Canada
 Education Act
 Municipal Freedom of Information and Protection of Privacy Act
 Occupational Health & Safety Act
 Ontario Human Rights Code
 Police Services Act
 Youth Criminal Justice Act
 Accessibility for Ontarians with Disabilities Act

HWDSB Policies

Occupational Health and Safety
 Integrated Accessibility Standards



Staff Progressive Discipline

Date Approved: XXXX

Projected Review Date: XXXX

Page 1 of 2

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in using progressive discipline as a corrective measure to ensure that employees maintain appropriate behavior and carry out their duties responsibly, effectively, and diligently.

GUIDING PRINCIPLES:

HWDSB is obligated to provide the highest quality of education possible to our students. In this respect, it is essential that all Board employees:

- Carry out their responsibilities in a co-operative and professional manner; and
- Be in compliance with Board policy and procedures, the Education Act, and other related legislation.

INTENDED OUTCOMES:

To correct inappropriate behavior through the provision of imposed sanctions on an employee.

To create a professional atmosphere where employees, parents, students and community members know they will be treated with courtesy and respect.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Progressive Discipline: A process of increasingly formal steps for dealing with job related behavior that does not meet expected and communicated performance standards. The primary purpose of progressive discipline is to improve performance through the provision of feedback to the employee to help correct the problem.



Staff Progressive Discipline

Date Approved: XXXX

Projected Review Date: XXXX

Page 2 of 2

ACTION REQUIRED:

Note: it is not necessary to use the discipline steps sequentially. The actual starting point of disciplinary procedures will depend entirely upon the severity of the misconduct or infraction.

The steps in progressive discipline may include:

- Written warning
- Suspension
- Dismissal

Supervisors shall contact Human Resources and the appropriate superintendent before invoking a progressive discipline.

PROGRESS INDICATORS:

Intended Outcome	Assessment
To correct inappropriate behavior, whether the behavior is a single offence, repeated offences of a similar nature, or multiple offences	A reduction in the amount of times progressive discipline steps are required.
To create a professional atmosphere where employees, parents, students and community members are treated with courtesy and respect.	Acknowledged through various feedback mechanisms such as the staff voice survey.

REFERENCES:

Government Documents

Education Act
 Employment Standards Act
 Occupational Health and Safety Act
 Collective Agreements, where applicable
 Human Rights Code

Subject: Human Resources Policies
Executive Council Member Responsible: Jamie Nunn
Superintendent, Human Resources



BACKGROUND

The following policies are being presented for review:

Policy 4.3 Occupational Health and Safety

Annual – Review

Policy outlining the obligations to providing and maintaining a safe and healthy work environment

Policy 4.9 Workplace Violence and Harassment Prevention **Annual – Review**

Policy outlining the obligation to the prevention of workplace violence and harassment under legislation.

RECOMMENDATION(S)

Staff are suggesting to the Trustees on the policy committee, that the Human Resources policies be recommended for approval.



Occupational Health and Safety

Date Approved: 2017

Projected Review Date: 2018

Page 1 of 3

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB), is committed to providing and maintaining a safe and healthy work environment for all employees, students and other authorized occupants of HWDSB sites.

GUIDING PRINCIPLES:

- Promote and encourage a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements.
- Endeavour to eliminate any foreseeable hazards that may result in personal injury/illness, property damage and incidents.
- Value employees by respecting their concerns and responding to their needs.
- Commit to health and safety being an integral part of the Board's operations.

INTENDED OUTCOMES:

- Establish incident reduction goals.
- Identify targets and implement strategies to reduce workplace injuries.
- Raise awareness of all employees' direct responsibility for health and safety as an essential part of his or her job through the Internal Responsibility System.

RESPONSIBILITY:

Director of Education- Annual review- per the *Occupational Health & Safety Act, S. 25(2)(j)*

Members of Executive Council

Central Joint Health and Safety Committee (annual review)

All Employees

TERMINOLOGY:

Central Joint Health and Safety Committee: A single Joint Health and Safety Committee established to cover multiple workplaces where the committees' structure has received approval by order of the Minister of Labour.

Internal Responsibility System: Refers to the underlying philosophy of occupational health and safety, based on the foundation that everyone in the workplace, including the employer, supervisors and employees are collectively responsible for creating and maintaining a safe and healthy workplace.



Occupational Health and Safety

Date Approved: 2017

Projected Review Date: 2018

Page 2 of 3

Workplace: Any land, premises, location or thing at, upon, in or near which a worker works.

Supervisor: The person who has charge of a workplace or authority over a worker. In the case of school sites, the supervisor shall be the principal or, in the principal's absence, the vice-principal or another designate.

Worker: Any of the following:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
- Such other persons as may be prescribed (by the Occupational Health and Safety Act) who perform work or supply services to an employer for no monetary compensation.

ACTION REQUIRED:

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

The Central Joint Health and Safety Committee shall assist in identifying situations that may be a source of danger or hazard to workers and make recommendations to the board on matters of occupational health and safety, which includes:

- a framework for setting and reviewing health and safety objectives and targets
- health and safety awareness and training programs
- supporting Site Joint Committees to assist with monthly inspections and support the functions of the Central Joint Health and Safety Committee
- hazard identification to eliminate any foreseeable hazards that may result in personal injury/illness, property damage and incidents.



Occupational Health and Safety

Date Approved: 2017

Projected Review Date: 2018

Page 3 of 3

PROGRESS INDICATORS:

Intended Outcome	Assessment
Establish incident reduction goals.	A review of injury, illness and claim statistics as well as a review of Ministry of Labour compliance orders and fines from the Workplace Safety and Insurance Board.
Implement strategies to reduce workplace injuries.	Strategies will be evaluated by reviewing and comparing, year over year, incident reports in the identified categories.
Raise awareness of all employees' direct responsibility for health and safety as an essential part of his or her job through the Internal Responsibility System.	Measured through the employee survey.

REFERENCES:

Government Documents

Education Act

Occupational Health and Safety Act

HWDSB Policies

Accommodation of Staff

Inclement Weather and Board Cancellations

Medical Health Supports

Recruitment and Selection

Use of Board Facilities

Workplace Violence and Harassment Prevention



Workplace Violence and Harassment Prevention

Date Approved: XXXX

Projected Review Date: XXXX

Page 1 of 4

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in the prevention of workplace violence and harassment while promoting a safe workplace in which all people respect one another and work together to achieve common goals.

GUIDING PRINCIPLES:

- Promote and encourage a positive culture and support the well-being of our staff.
- Value employees by respecting their concerns and responding to their needs.
- Foster the development of trustful and respectful relationships in an environment free from discrimination, harassment and workplace violence.
- Fulfill our obligations under the Occupational Health and Safety Act, Employment Standards Act and Ontario Human Rights Code.

INTENDED OUTCOMES:

- Establish incident reduction goals.
- Identify targets and implement strategies to reduce workplace violence and harassment.
- Raise awareness of all employees' direct responsibility to ensure a violence and harassment free working and learning environment.

RESPONSIBILITY:

Director of Education – Annual review – per the *Occupational Health and Safety Act, S.32*
Members of Executive Council

TERMINOLOGY:

Worker: Can be defined as

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.



Workplace Violence and Harassment Prevention

Date Approved: XXXX

Projected Review Date: XXXX

Page 2 of 4

- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university private Career College or other post-secondary institution.
- Such other persons as may be prescribed (by the Occupational Health and Safety Act) who perform work or supply services to an employer for no monetary compensation.

Workplace: Any land, premises, location or thing at, upon, in or near which a worker works.

Workplace Violence: As per the *Occupational Health and Safety Act*, workplace violence is defined as:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.
- c) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace that could cause physical injury to a worker.

Workplace Harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

The Ontario Human Rights Code also protects workers from harassment in employment by the employer, agent of the employer or by another employee because of the following prohibited grounds: Race, Colour, Ancestry, Creed (religion), Place of Origin, Ethnic Origin, Citizenship, Sex (including pregnancy, gender identity), Sexual Orientation, Age, Marital Status, Family Status, and Disability.

Workplace Sexual Harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. This could also include making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

The Ontario Human Rights Code offers protection for workers against harassment because of sex or sexual solicitation by a person in a position to confer benefits. Every person who is an employee has a right to freedom from harassment in the workplace because of sex, sexual orientation, gender identity or gender expression by his or her employer or agent of the employer or by another employee.

Every person has a right to be free from a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or a reprisal or a



Workplace Violence and Harassment Prevention

Date Approved: XXXX

Projected Review Date: XXXX

Page 3 of 4

threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

ACTION REQUIRED:

Staff will implement and maintain procedures to operationalize this policy under the requirements prescribed in the *Ontario Human Rights Code* and *Occupational Health and Safety Act*.

Staff will ensure:

- The policy is posted in all HWDSB workplaces on the Health and Safety Bulletin Board.
- All employees receive information and instruction annually about discrimination, harassment and violence in the workplace.
- Employees are not to be penalized or disciplined for in good faith reporting an incident or for participating in an investigation involving workplace violence or harassment
- Employees are aware of additional assistance through the Central Joint Health and Safety Committee (JHSC), the Human Rights Legal Support Centre or the board's employee assistance program.
- Management will investigate and act on all complaints or incidents of workplace harassment or violence in a fair, respectful and timely manner.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Establish incident reduction goals	A review of injury, illness and claim statistics as well as a review of Ministry of Labour compliance orders and fines from the Workplace Safety and Insurance Board.
Implement strategies to reduce workplace harassment and violence.	Strategies will be evaluated by reviewing and comparing, year over year, incident reports in the identified categories.
Raise awareness of all employees' direct responsibility to ensure a violence and harassment free working and learning environment.	Measured through the employee survey.



Workplace Violence and Harassment Prevention

Date Approved: XXXX

Projected Review Date: XXXX

Page 4 of 4

REFERENCES:

Government Documents

Human Rights Code

Occupational Health and Safety Act, Section 32.0.1

Employment Standards Act

HWDSB Policies

Code of Conduct

Occupational Health and Safety

Student Behaviour and Discipline

Subject: Medical Health Supports Policy

Executive Council Member Responsible: Peggy Blair
Superintendent, of Learning Services: Specialized Services



BACKGROUND

The Medical Health Supports policy is being presented for review due to a change in *PPM 161: Supporting Children and Students with Prevalent Medical Conditions in Schools*.

The policy was scheduled to be reviewed in the 2018-19 academic year, however, the mandate from the Ministry is for all revisions to policy and procedures be completed by September 1, 2018.

The minor revisions to the policy include an updated purpose statement, and update in terminology and an overall review of the guiding principles and updates as per our template for policies.

RECOMMENDATION(S)

Staff are suggesting to the Trustees on the policy committee, that the revised Medical Health Supports Policy be recommended for approval.



Medical Health Supports

Date Approved: XXXX

Projected Review Date: XXXX

Page 1 of 3

PURPOSE:

Hamilton-Wentworth District School Board is committed to ensuring a safe, accepting, and healthy learning environment that supports student well-being. This environment empowers students with health/medical needs to reach their full potential for self-management of their condition(s), according to their Plan of Care.

GUIDING PRINCIPLES:

- All health support services must be administered in a manner that respects, to the degree possible in the circumstances, the student's right to privacy, dignity, and cultural sensitivity.
- Students with special medical/health needs will be maintained in the school in which they are registered whenever possible; however, when this is not possible, students will be supported in appropriate facilities within the system to address their individual needs.
- The designation of roles and responsibilities for medical/health support services in school settings does not preclude, in emergency situations, the provision of assistance by school board personnel.
- Services and supports as described in the procedures contained within this policy shall be rendered by authorized personnel only (i.e., Board staff who have received pertinent information and training). Students and volunteers are not considered authorized personnel.

INTENDED OUTCOMES:

Hamilton-Wentworth District School Board, in conjunction with the appropriate health care provider, will share the responsibility for providing school health support services to ensure that all school-aged children can attend and participate in school regardless of their special health support needs.

RESPONSIBILITY:

Director of Education
Members of Executive Council



Medical Health Supports

Date Approved: XXXX

Projected Review Date: XXXX

Page 2 of 3

TERMINOLOGY:

Local Health Integration Network (LHIN): Are the health authorities responsible for regional administration of public healthcare services in the province of Ontario.

Plan of Care: A form that contains individualized information on a student with a prevalent medical condition”

Prevalent Medical Condition: Includes anaphylaxis, asthma, diabetes, and epilepsy.

Regulated Health Professional(s): Members of a regulatory college which are governed by the Regulated Health Professions Act and other relevant health Acts.

ACTION REQUIRED:

Ensure that a set of procedures are developed and regularly reviewed and updated, that outline specific medical/health condition(s).

PROGRESS INDICATORS:

Intended Outcome	Assessment
Hamilton-Wentworth District School Board, in conjunction with the Local Health Integration Network and other regulated health professionals, will share the responsibility for providing school health support services to ensure that all school-aged children can attend and participate in school regardless of their special health support needs.	Hamilton-Wentworth District School Board will work with the Local Health Integration Network and other regulated health professionals to facilitate supports such that students with medical/health needs are able to attend and participate in school.



Medical Health Supports

Date Approved: XXXX

Projected Review Date: XXXX

Page 3 of 3

REFERENCES:

Government Documents

Education Act

Ontario Human Rights Code

Accessibility for Ontarians with Disabilities Act

Freedom of Information Act

Occupational Health and Safety Act

Policy/Program Memorandum 81: Provision of Health Support Services in a School Setting

Memorandum dated August 14, 1989, Catheterization and Suctioning

Policy/Program Memorandum 161: Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes and/or Epilepsy) in Schools

Sabrina's Law – Bill 3 – An Act to Protect Anaphylactic Pupils, 2006

Ryan's Law - Ensuring Asthma Friendly Schools, 2015

Rowan's Law – Bill 193 – Concussion Safety, 2018

HWDSB Policies

Accessibility Standards for Customer Service

Equity and Inclusive Education

HWDSB Accessibility Plan

Occupational Health and Safety

Transportation