



## Policy #17

Revision date: July 2019

### Whitestone After-School Program Emergency Washroom Procedures

#### **Purpose:**

To provide guidance in regard to the emergency use of the Washroom during the After-School Program

#### **Policy:**

Emergencies with regard to the need to utilize the washroom for the students can occur at any time. Emergencies include:

- Vomiting
  - Bleeding
  - Cuts
  - Minor injuries
  - Unexpected calls from 'mother nature'
1. If a student has one of the above problems, another student of the same sex will accompany the student with the problem to the correct washroom. Only the escort student will leave the room.
  2. The escort student will then report back to the Program Coordinator that the student with the problem is in the washroom
  3. After three to four minutes if the student has not returned, the escort student will go to the doorway of the washroom to see if the student with the problem is OK.
  4. The escort student will return and advise the Program Coordinator that further action is needed
  5. The Program Coordinator will decide what the next, necessary steps are and may at her/his discretion attend the washroom to check on the student (ensuring that the remainder of the students are safe and calm).
  6. If the students are playing outside, they must all be brought into the school and to the designated area inside the school. At no time should the students be in the outside playground area if the Program Coordinator is in the school.
  7. At no time will any other students be in the washroom stall with the student having the problem
  8. Girls and boys are only permitted to be in the washroom designated for their gender.