

Job Description – Health and Safety Officer

Non-voting members

- Elected as a non voting officer of the Board
- Attends 3 meetings of the Board per year (August, January, and another of your choice)
- Sends a brief monthly report to the President before Board meetings
- Does not vote but is welcome to contribute to discussions
- Is required to do cleaning nights
- On all matters of business, confidentiality is essential.
- Along with all the members of the co-operative, is responsible for the health and safety of LCNS children.
- Participates in June orientation and handover meeting

Summary of Role

Ensures all health forms are complete and up to date; performs monthly safety inspections, conducts water testing; assists Supervisor with maintaining accurate Allergy List; submits Immunization records to the Region,

Reports to: President/VP, Works closely with Supervisor and Registrar

Details and helpful tips for Role

September

Before classes:

- Check and if required, update first aid kits (found in white cupboard above the snack counter and in shed)
- Ensure “Peanut and Nut Free Building” signs are posted on all preschool entrances and inside the kitchen.
- Work with Registrar and Supervisor to be sure all health and safety information is collected and recorded (see notes below re required health forms)
 - Make a list of incomplete forms and information needed. Notify (e.g. email) parents re: the incomplete information. Can return to you by email or to bring to AGM. Remind them that their children MUST have completed immunization forms and records to attend school.

- Attend September General Meeting and collect missing health forms.
- At AGM give small talk to parents about:
 - Allergies in the school.
 - The importance of not serving your child peanut butter for breakfast on school days.
 - Children with infectious diseases (cold, flu, cough, etc.) should not attend school. If you aren't sure about whether your child can attend, please speak with a teacher. You can call the school in the morning after 8am.
 - Importance of notifying teachers if your child won't be at school including the reason
 - Importance of completing immunization forms and handing in immunization records.
 - Children will NOT be permitted to start school without their forms!

Monthly

- Inspect two first aid kits (one in classroom and one in shed), sign off on checklist; notify the supervisor of any supplies that need to be added.
- Monthly playground inspection – complete checklist, date and initial; Notify E&S officer and Supervisor of any concerns

Rest of the Year

- You will be notified throughout the rest of the year of new enrolments by the membership officer.
- Check for new allergies and update forms in kitchen and on bulletin board above sink in classroom. Post any new anaphylaxis forms and sign off sheet, and notify all educators they must read the anaphylaxis forms and sign the sheet.

May-June

- Submit immunization records to public health. Form A and copy of immunization record for each student must be submitted.
- A cover letter with contact info can be found on BOX. ***Make sure to update date and school year***

Water Testing

- next sampling window is May 1, 2021 to October 31, 2021 and every 3 years thereafter.
- For water sampling procedure please reference the following link to the manual;
<https://www.ontario.ca/page/flushing-and-sampling-lead>
- Should you have any questions or concerns, please do not hesitate to contact the Drinking Water Helpdesk at 1-866-793-2588 (Monday to Friday 8:30am – 5:00 p.m.).

Not sure how old this is:

Contact Person: **Rita Bertucci** - Drinking Water and Environmental Compliance Division

Ministry of the Environment, Conservation and Parks

Phone: 416-325-2589

E-mail: Rita.Bertucci@ontario.ca

HEALTH FORMS

- Working with Registrar and Supervisor, track all incoming health forms.
- All children will require completed versions of:
 - Emergency Contact Form
 - Two copies of Form A
 - Two copies of immunization records
 - Health & Medical Information
 - History of Communicable Diseases
- All Employees and classroom volunteers will require completed versions of:
 - Pre-Employment Health Form for Employees/Providers/Volunteers.
 - Volunteers do not need to complete the Tuberculosis Screening History as “TB skin testing is not recommended for volunteers who expect to work less than 150 hours/ year (approximately one half day per week)” If a TB test has been done previously, TB results are good for 2 years.
 - Up to date vaccinations are recommended for all volunteers, but not required. In the event of an outbreak, duty parents without the vaccination (of the outbreak) would not be allowed to volunteer. This recommendation is from the Public Health nurse.
 - Up to date vaccinations are REQUIRED for educators.
 - Educators and Volunteers must complete online anaphylaxis training annually and submit a copy of their certificate of completion. www.allergyaware.ca
 - Educators are required to have current certification in First Aid with CPR-C. (needs to be repeated every three years)
 - At least one educator needs to be certified in Safe Food Handling (needs to be updated every 5 years)
- For children who require emergency medication, they require the following:
 - Completed Authorization for Drug Administration (see supervisor); If anaphylactic allergy, must complete Anaphylactic Emergency Plan (see supervisor)
 - Medications must be labeled with
 - Medications must be stored in the lock box except during class hours. Epi-pens will be worn by a teacher and other emergency medication (such as inhalers) will be stored in the locked pouch in the teacher backpack during class time.
 - Note: children are not allowed to carry their own medications, or store them in their cubbies.

LIST OF ALLERGIES

- Identify all children with allergies (should be noted on child's Health & Medical Information Form)
- Contact each child's parent(s) via email or phone to identify:
 - Specifically, what the child is allergic to;
 - What the child's reaction to the allergen is;
 - What the course of action is upon exposure to the allergen
 - Provide the parents with the link or a hard copy of the Anaphylaxis Emergency Plan form, to be completed (including picture) and 2 copies (one for the file, one for the bulletin board)
 - Complete an Allergy List chart listing name, class, allergy, reaction, course of action for each child with an allergy
 - Make 4 copies of this chart, one for the bulletin board above the sink in the classroom and one for above the sink in the kitchen, one for the emergency binder and one for the cooler
 - A corresponding sign off sheet is required posted beside it with the date, printed name, and signature of all educators and volunteers stating that they have read the anaphylaxis forms. Then post them on the bulletin board above the sink in the classroom along with the sign off sheet.