



LANCASTER COUNTY
CAREER & TECHNOLOGY CENTER

Health and Safety Plan

2018-2021

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Mission

Prepare people for skilled, innovative and productive careers.

Appropriate Programs and Strategies that Provide School Safety

The LCCTC uses a plan for Health and Safety to address areas of student sickness, accidents, and emergency care. The LCCTC Medical Director, Dr. Laurence, provides a set of 'Standing Orders' issued to the LCCTC staff nurses. The 'Standing Orders' provide the guidelines that must be followed when students and/or staff encounter sickness, accidents, and/or emergencies during the school day. Nursing staff maintains all student and staff emergency forms in the nurse's office.

Health Care Procedures:

Nursing staff employed by and under the control of LCCTC will use clinical judgment to determine if an incident is emergent, urgent, or routine in nature and will make arrangements for the identified individual to receive appropriate medical care as indicated by their symptoms and signs. Emergency conditions are reflected by significant changes in vital signs or levels of consciousness will be dealt with by appropriate emergency medical first aid procedures including basic life support.

- 1. Sickness**-Nursing staff will use clinical judgment to determine the level of attention given to the student. Staff may administer the appropriate medication and student care, when needed. Nursing staff reserves the right to release a student from school due to illness to the appropriate parent/guardian.
- 2. Accidents**-Nursing staff will offer a clinical judgment of all accidents and report accidents that occur within the school grounds to the business office. Staff will contact the appropriate building administrator at the earliest time possible and contact the appropriate person listed on the emergency health contact form.
- 3. Emergencies**- Medical emergencies will be reported through the 911 phone notification system for immediate transportation to the closest facility. Examples of events requiring this action would be anaphylactic shock, chest pain, impaired level of consciousness for any reason, or significant bony fractures. First-aid will be administered at the scene by a qualified professional until assistance in the form of local EMT, Police or Fire Department arrives.

Child Abuse Reporting Procedures

- The Pennsylvania Child Protective Services Law requires school personnel to contact the Lancaster County Children and Youth Agency whenever they have reason to suspect that a child may have been abused. The Law directs schools to cooperate with the Children and Youth Agency, which is charged with conducting the investigation. It is the policy of the Lancaster County Career and Technology Center to comply with the Child Protective Services Law to the fullest intent. The nurse on duty will report any suspected incidents of child abuse to the childline hotline as required by PA Statute

Reporting and Investigating Health and Safety Incidents

- All accidents that require medical attention beyond the scope of basic needs that occurs on school grounds or school functions are reported to our Business Manager and to the insurance agency using the appropriate forms.

Distribution to Employees

- The Health and Safety plan is reviewed annually by the Joint Operating Committee and reviewed at campus Safety Committee meetings.
- The Health and Safety plan is included with the Multi-Hazard Emergency Operations Plan binder.

Available to Students

- A copy of the Health and Safety plan and Safety policy #705 is located on the school website.

Evaluation/Revisions

- The campus safety committee and Act 44 committee both regularly provide input into the evaluation and revisions of the health and safety plan.

Plan review: August 2019

Book: Policy Manual
Section: 700 Property
Title: Safety
Code: 705
Status: Active
Adopted: June 23, 2016

Purpose

The Joint Operating Committee recognizes that center facilities must be maintained and operated in a condition that is safe for students, staff and visitors.

Authority

The Joint Operating Committee directs that a safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect center buildings, equipment and property. The safety program shall provide: instruction for students and staff in safety and accident prevention; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational programs and operation of the center.^{[1][2]}

Delegation of Responsibility

The Administrative Director or designee shall develop and present to the Joint Operating Committee for its approval a school safety plan that addresses school safety issues and prevention of accidents and fire and includes applicable requirements of law and regulations.

The Administrative Director or designee shall:

1. Ensure curriculum to instruct students in safety and fire prevention.^[3]
2. Provide required drills and instruct students in safety procedures.^{[4][3][5]}
3. Review and evaluate annually center safety and security plans and implementation procedures.

Administrators shall inform all staff and students of safety rules at the beginning of the center year.

The Administrative Director shall annually review with the Joint Operating Committee, any new procedures and rules dealing with the safety and security of students and staff and the safe operation of center facilities.

All employees who are injured while performing school duties must make a report of the accident. The report shall be filed in the Business Office as soon as possible.

Instructional staff shall be responsible for filling out accident report forms for students promptly and correctly.

In accordance with state law, all students, staff and visitors participating in designated activities in center programs must wear safety glasses at all times.^{[6][7][8]}

Guidelines

Safety Committee

A safety committee shall be established to promote the center's goals concerning safety. It shall be the responsibility of the safety committee to:

1. Evaluate the current safety program.
2. Conduct periodic inspections to locate and identify safety and health hazards.
3. Conduct an annual safety inspection, using industry personnel, when possible.
4. Review incident and accident report and investigation forms.
5. Evaluate for effectiveness newly implemented safety equipment or health and safety procedures.

The safety committee shall meet monthly, and minutes shall be taken and maintained.

All decisions of the committee shall be by majority vote of members present.

The Administrative Director or designee shall appoint a chairperson and members to serve on the safety committee and shall ensure that committee members are adequately trained.

The committee shall be comprised of persons trained and qualified to promote safe schools and shall act in accordance with applicable laws, rules and regulations.

Student Safety

Prior to working in a lab or operating a piece of equipment for the first time, students must successfully pass a safety test and have a medical card on file. Students shall wear safety equipment as specified by the instructors and the appropriate health and safety codes.

Legal

[1. 24 P.S. 1850.1](#)

[2. 22 PA Code 339.23](#)

[3. 24 P.S. 1518](#)

[4. 24 P.S. 1517](#)

5. Pol. 805

[6. 24 P.S. 5301](#)

[7. 24 P.S. 5304](#)

8. Pol. 221

[24 P.S. 223](#)