

Miami Lakes Educational Center
and Technical College

HEALTH AND SAFETY PLAN

2017-2018



Vision and Mission

To facilitate, promote and provide successful career training opportunities and high academic standards for secondary and post-secondary students designed to meet the challenges of an ever-changing global economy.

The mission of Miami Lakes Educational Center and Technical College is to create a highly qualified future workforce by offering state-of-the-art academic, career and technical education to all generations within our community.

Purpose

Each school principal must develop an internal uniform school health services plan to effectively ensure prompt attention to the care of an injured or ill student. It is strongly urged that the uniform plan become a part of the general emergency plan and procedures required of each school.

Reporting and Investigating Accidents

All student accidents, injuries, and illnesses resulting from contact with owned or leased property, while the student is presumed to be under school authority, will be reported immediately to the principal or administrator in charge. Additionally, the supervising teacher will complete a student accident report within 24 hours.

In case of serious injury or illness, the principal or designee will initiate communication for emergency medical systems (911) and notify the adult student's emergency contact.

The supervising administrator must enter the information in the Automated Incident Report System (AIRS) within 24 hours.

Employee Injury at Work Site

In the event an employee is involved with an accident or injury, the injury will be reported to Gallagher-Bassett, the School Board's contracted third-party worker's compensation administrator. The principal's secretary has been identified as the person responsible for handling documentation for any employee injury at the worksite. If she is not available, an assistant principal or the evening registrar can perform this duty. The identified designee will:

1. Upon notification of an injury, telephone 305-995-COMP (2667) to complete a Notice of Injury using the employee's description of the injury. This process will be completed over the phone. At the time of the call, the identified designee will need the injured employee's address, phone number, social security number, the employee's rate of pay and location of the accident. In cases of serious injury, the principal or designee will initiate communication for emergency medical systems (911), then call at 305-955-COMP (2667).

2. Immediately after an accident occurs, the administrator or designee must investigate the accident by:
 - a. obtaining a clear description of the accident;
 - b. Obtaining names and addresses of witnesses; and
 - c. examining the area where the alleged accident occurred
 - d. taking pictures of the area where the alleged incident occurred.
3. Complete a Worker's Compensation Medical Request, and give it to the employee to take with him/her to the authorized health center. Inform the employee that if additional treatment is required, he/she must call 305-995-COMP (2667).

The administrator or designee will have maintenance check any furniture or equipment that is alleged to have not been in proper working order.

Employees who have been released to return to work from their authorized physician should report immediately to their administrator and present proper documentation of release. Gallagher-Bassett will follow up in writing to the worksite administrator of their employee's release.

Emergency Procedures for Seriously Ill or Injured Students

It is imperative that every student have updated emergency contact information on file in Focus. When a classroom teacher, or person in charge, believes a student is seriously ill or injured, the following procedures/steps will be taken:

1. The instructor will immediately notify administration. Administration will initiate communication for emergency medical systems. (dial 911)
2. In case of a serious injury, make the student as comfortable as possible. **DO NOT attempt to move the student.**
3. Office personnel will notify the individual listed as the emergency contact.
4. In cases where the individual(s) listed as the Emergency Contact cannot be reached the attending administrator must go with the student if he/she is transported.
5. Teachers must complete an accident report as soon as possible. All accidents are to be recorded in the Miami-Dade County Public Schools ASPEN Health and in Automatic Incident Response System (AIRS) within 24 hours of the accident.
6. Students with minor ailments, (i.e., headaches, muscle aches, etc.) can be sent to student services to determine if parent/guardian contact should be initiated.

Illnesses and Injuries to Students

“All employees responsible for supervision of student and student activities are to take precautions to protect the life, health, and safety of every student in an effort to reduce or eliminate accidents, injuries, and illnesses. In certain school activity assignments, students are to be furnished with and required to wear safety devices and protective clothing; and shall employ safeguards necessary to reduce or eliminate accident and injuries. Refusal of failure by students to use or wear such devices, protective clothing, and/or equipment shall be grounds for appropriate disciplinary action, including prohibiting them from participating in classroom activity.”

Minor Injuries

In the case of minor injuries, teachers must complete an accident report with the appropriate school personnel. Principal’s designee will make an assessment of injury. If the injury requires minimal first aid, assistance will be offered to the student. If deemed necessary, emergency contact will be notified will be contacted.

Automatic Incident Reporting System (AIRS)

Incidents are recorded in the **Automatic Incident Reporting System (AIRS)** by the reporting administrator and are identified as critical or non-critical incidents. This allows School Operations, Risk and benefits Management access to the reports and provide the necessary support.

Review and Evaluation

The faculty is notified of these procedures through faculty meetings and in the MLEC & TC Faculty and Staff Handbook. Students are notified during student orientation, through their teachers, and in the Student Handbook. The plan for assuring the health and safety of the employees, students, and guests is reviewed annually. The safety committee conducts annual safety surveys. This facilitates the discussion and revision of the Health and Safety Plan.