



Durham Region P.A.R.T.Y. Program Preparation Overview for Schools



P.A.R.T.Y. Day:

Our Durham Region P.A.R.T.Y. program, Prevent Alcohol and Risk-Related Trauma in Youth, follows the path of a Motor Vehicle Collision. It is geared towards all students in grades 10-12 but especially those anticipating getting a driver's license soon or students who are new drivers.

Durham Region P.A.R.T.Y. Site:

Durham Region P.A.R.T.Y. will be held at one of several predefined locations in Durham Region, to be finalized once your registration has been confirmed.

Identification:

Heads Up! Durham/Durham Region P.A.R.T.Y. reps will be identified by wearing a *Heads Up!* Durham lanyard.

Transport:

- School staff are responsible for transporting/walking students to and from the site.
- The program typically runs from **10:00am to 1:30pm**. If your school requires a different timeframe, this must be discussed with the P.A.R.T.Y. program co-ordinator in advance.
- Due to the precise program schedule, please **arrive at least 15 minutes prior to the agreed upon start time**. to enable us to start promptly.

Presentations:

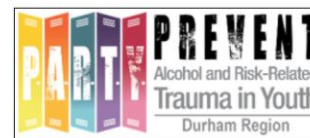
The students will be given a variety of presentations which may include some or all of the following presentations (subject to change):

- Introduction to the program
- Overview of Traumatic Brain Injury and Spinal Cord Injury
- Emergency services:
 - Fire Service
 - Durham Regional Police Service
 - Paramedic Services
 - Trauma hospital services
 - Rehabilitation services (Physiotherapist)
- Traumatic Brain Injury survivor

Please note: *while every effort will be made to comply with this program and the above-mentioned activities, changes may occur on the day due to unavoidable circumstances e.g., presenting staff being called away. Contingencies are in place to accommodate such situations with back up presentations to ensure continuity of the program and an optimum experience for the students.*



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Cost to Attend Durham Region P.A.R.T.Y.: Cost will vary depending on location, size of the group, etc. We need to cover our expenses in order to continue to operate this valuable program (expenses include provision of lunch, honorariums and expenses for speakers including victims of Traumatic Brain Injury, presentation resources etc).

Note: The Brain Injury Association of Durham (BIAD) manages the finances for *Heads Up!* Durham.

Program Cancellation:

In the rare event that the program needs to be cancelled, due to illness or inclement weather, you will be contacted.

Information and Consent: Parents

- Parents/guardians of students need to receive the P.A.R.T.Y. Program information letter and media consent form. Your school may have their own excursion forms/excursion consent forms that you are obligated to use but please ensure that the Durham Region P.A.R.T.Y. Program media consent form is also sent. It is a requirement of our Program standards that these forms are sent to parents, signed and returned to the school.
- If a student does not have a signed media consent form from a parent, every possible effort will be made to ensure, along with teacher input, that involvement with media does not happen.

Selection of Students

When selecting the group of students to attend your Durham Region P.A.R.T.Y. Program visit, please consider the following:

- ****Age:** This P.A.R.T.Y. Program is geared towards students in grade 10, 11 and 12.
- ****Recent trauma:** *For any student who has experienced recent personal trauma, or trauma within their family, it is advised that they be assessed by their family members and your school faculty to determine if the program would be appropriate for them at this time.*

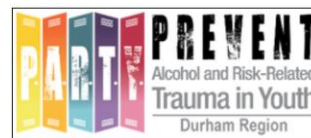
Preparation of Students to Attend:

Please cover the following with students prior to attendance:

- **Are you ill?? Feeling any symptoms of illness??** Please do not attend Durham Region P.A.R.T.Y.
- ****Content Advisories:** Prepare the students for a potentially emotionally intense day. There will be 'Content Advisories' throughout the program to identify information that might be more emotionally challenging for some.
- Cover the need to:
 - dress in appropriate clothing for the visit (perhaps in layers for comfort).
 - refrain from wearing any fragrances.



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- ****eat a good breakfast** (for comfort throughout the visit).
- bring water bottles (drinks will not be provided).
- leave valuables at home.

Special diet needs:

A light lunch may be provided.

****If a student and/or staff requires a special diet, please have them bring a lunch with them.**

- **Electronic Devices:** All student guests will be asked to turn off and put away all electronic devices for the duration of the program (unless students are invited to use them or during lunch).

Preparation of School Staff to Attend:

Please ensure all staff attending have reviewed this information:

Supervision:

- Teachers/supervisors are responsible for the students for the duration of the program.
- Staff will need to supervise the students throughout the event, including during the presentations, which includes bringing the required number of supervisors, ensuring the noise level is reduced, assessing the needs of the students, and alerting *Heads Up!* Durham personnel to student needs as required.

Medical Conditions of Students:

- All staff must be aware of any potential medical conditions and associated treatment, or medications, required for the students attending, as the students may be exposed to situations which may result for some in emotional or physical reactions (such as anxiety, or very rarely, fainting)

Please ensure staff bring a copy of any medical plans for students with medical conditions with them on the day.

Supervision of Students:

- The P.A.R.T.Y. Coordinator, or designate, will oversee the program throughout the day to ensure student safety and comfort.
- All members and volunteers have received information to assist with the operation of the P.A.R.T.Y Program.
- The school must provide a staffing ratio that includes a teacher-in-charge and enough adults to provide adequate supervision for the students.
- Supervising adults are required to maintain student discipline, reminding students to be respectful and behave responsibly.



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- **The program may be held in an active work environment** where people are responding to emergencies. It's very important that all participants **move quietly throughout the building.**
 - **Please refrain from leaving the presentation room or the lunchroom (other than to use the washroom facilities)
- ****If a student feels unwell, either physically or emotionally, and has to leave the group** a *Heads Up!* Durham member or volunteer **and** school representative will attend to them and lead them to a designated '**Quiet Area** if required. Water and/or a snack will be offered if appropriate.

The teacher-in-charge is to remain with the student, record the incident and provide formal feedback to the school.

CPR/First Aid:

Police, Fire and Paramedic services will be present for their portion of the presentation.

Thank-you for your attention to these details!

Questions? Please contact:

Linda Lowery, *Heads Up!* Durham Chairperson and
Durham Region P.A.R.T.Y. Coordinator

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