



Greetings,

Thank you for your interest in The Ottawa Hospital P.A.R.T.Y. program (Prevent Alcohol and Risk-Related Trauma in Youth). I am pleased to provide you with this program information package.

Please take note of the main points below before you register as well as read the Teacher's Guide carefully and if you have any questions, please do not hesitate to contact me.

### **Automated Registration Process:**

**It is imperative that the confirmation is completed via the on-line link when you receive the e-mail requiring your response to confirmation your registration.**

#### **1. Registration**

Registration can only be accomplished [on-line](#)

You have 30 minutes to complete the on-line registration session before it times out. We recommend you review the form and gather your information before you start inputting information in the form.

If the 30 minutes is exceeded the computer will erase your form instead of sending it. Please note you will automatically receive a confirmation e-mail a few moments after you have submitted your registration form to let you know that we have received it, therefore if you don't receive the confirmation e-mail you'll know that we have not received your form.

#### **2. Registration Confirmation**

Once your registration form and cheque have been received, the P.A.R.T.Y. Co-ordinator will assign a date to your school.

You will receive an automatic email with a link to inform you of the date; using this link please confirm within one week that you agree or not agree with the assigned date.

#### **3. One-month Reminder**

A reminder e-mail is sent to you approximately one month prior to your PARTY day in order to prepare accordingly for the day. You don't have to reply to that e-mail. The PARTY Coordinator will contact you personally to confirm the final details such as the time, number of students and meeting location.

#### **4. Consent form**

We require one completed *Parent/Guardian consent form* (which includes consent to take photos) for each student that will be attending the program. This is in addition to your own school consent form. You will find the form in the Teacher's Guide. The completed forms are to be brought on your scheduled P.A.R.T.Y. Program day. Please notify the coordinator if there is a student who has come to the program but has restrictions in participation referring to The Ottawa Hospital consent form.

These forms will allow us to take pictures of your great day and put them on our Facebook page.

### **Cancellation process:**

1. Should you need to cancel your day you must complete and submit the *Cancellation form* found on-line at least two weeks in advance of your scheduled P.A.R.T.Y. date to ensure your \$100 deposit is returned. After that, your deposit is non-refundable. Once we have received your cancellation form your spot will be re-assigned to a school that is on our waiting list and your cheque will be returned. Cancellation policy.

### **Important notes to remember:**

2. Please read the Teacher's Guide carefully before registering; you will find in it a checklist to help you with the registration and confirmation process.
3. Your school's registration form will be noted but considered complete only when our office has received your \$100 cheque deposit.
4. Schools are scheduled on a first come with payment, first served basis.
5. Due to the popularity of our program each school will be allotted one P.A.R.T.Y. Program date. Second dates will only be assigned once we have fulfilled all the initial requests.

We recommended you register as soon as possible in order not to miss out. Registrations must be received by May 10, 2016.



If you have any questions please feel free to contact me at [PARTY@toh.on.ca](mailto:PARTY@toh.on.ca) or at 613-798-5555 ext. 19602.

The Ottawa Hospital P.A.R.T.Y. program team is excited for another year and opportunity to spend time with your kids, increasing their awareness and empowering them recognize risk and to make informed, smart choices!!

Kind regards,

*Sonshire Figueira, IMG*

P.A.R.T.Y. and Injury Prevention Coordinator



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## Teacher's Guide

### Introduction for Staff

**Prevent Alcohol and Risk Related Trauma in Youth (P.A.R.T.Y.)** Program is an injury prevention program that is run at The Ottawa Hospital, at the Civic Campus. The program is a one day injury awareness program designed for youth 15 years of age and older. The purpose of the P.A.R.T.Y. program is to provide useful, relevant information to young people about injury prevention so that they can make informed prevention-oriented choices about activities, and to adopt behaviours and actions that minimize risk.

The day is designed to begin at 9 a.m. and finish between 2 p.m.-2:30 p.m. We recognize that your school may need some accommodation with regards to time however we encourage you to do your best to adhere to this timetable as we have several different health care professionals as guest speakers. These presenters are hospital staff who are foregoing clinical time to speak to the students and cannot always accommodate changes.

In order to completely involve the students in the experience of injury and recovery, your group will be “walked along” the common course of injury and treatment of someone involved in a car crash. Through a variety of teaching techniques including lectures, videos, simulated trauma resuscitation, tours of the Intensive Care Unit and the Emergency Department, and interaction with injury survivors, students see first-hand what it would be like to be injured. Students are encouraged to think: “What if this happened to me?” There is candid discussion about what choices they could make in a variety of situations that would prevent them, their family and friends from being injured.

Due to the sensitive nature of the material students will see, hear and experience, we ask that you pay special attention to the state of students during this excursion.

P.A.R.T.Y. is funded by the Ontario Ministry of Health and Long-Term Care, however, a deposit is required upon registration. P.A.R.T.Y. is a component of the Trauma Services Program at The Ottawa Hospital. We also have partners in the community who support our program with donations to help us enhance the students' experience.

Thank you for helping us make this a safe, exciting and challenging experience for your students. Information you need to prepare yourself, your students and their parents for the visit is included in this guide.



## School Curriculum Links

The P.A.R.T.Y. Program session addresses injury prevention in the health and physical education strands found in the Ontario school curriculum:

### **Health and Physical Education – Grade 9 and 10**

PPL10 - Healthy Living Strand

Overall Expectations

- Demonstrate personal strategies to deal effectively with the social influences that contribute to the use and abuse of alcohol, tobacco, and other drugs (e.g., cannabis);
- Identify strategies to minimize potentially dangerous situations (e.g., violence prevention, injury prevention).

Specific Expectations

Personal Safety and Injury Prevention

- Demonstrate effective personal strategies to minimize injury in adolescence.

PPL20 - Healthy Living Strand

Overall Expectations

- Explain strategies to promote positive lifestyle choices and relationships with others;
- Demonstrate understanding of the issues and coping strategies related to substance use and abuse;

Specific Expectations

Substance Use and Abuse

- Describe the physiological and sociological effects of substance use;
- Demonstrate knowledge of the legal aspects of substance use and abuse (e.g., regarding under-age drinking, impaired driving, the Tobacco Control Act).

### **Health and Physical Education – Grade 11 and 12**

PPL30 – Healthy Living Strand

Overall Expectations

- Demonstrate, in a variety of settings, the knowledge and skills that reduce risk to personal safety;

Specific Expectations

Personal Safety and Injury Prevention

- Analyze the leading causes of injury and injury-associated deaths among adolescents (e.g., unwise risk taking, alcohol and drug abuse, life stresses);
- Assess strategies for reducing injuries and injury-associated deaths among adolescents (e.g., personal and legal action, educational programs designed to reduce the risk of death from motor vehicle accidents).

PPL40- Healthy Living Strand

Overall Expectations

- Demonstrate an understanding of strategies that promote personal safety and prevent injuries;

Specific Expectations

Personal Safety and Injury Prevention

- Demonstrate an ability to use skills and strategies (e.g., refusal, self-defense) to deal with threats to personal safety and the safety of others;
- Explain why adolescents and young adults are overrepresented in traffic fatalities;
- Assess strategies for reducing risks to their own safety and that of others in various situations (e.g., while participating in outdoor winter sports activities or driving cars, boats, and snowmobiles).

Source:

The Ontario Curriculum, Grades 9 and 10: Health and Physical Education, 1999, Retrieved from <http://www.edu.gov.on.ca/eng/curriculum/secondary/health910curr.pdf>

The Ontario Curriculum, Grades 11 and 12: Health and Physical Education, 1999, Retrieved from <http://www.edu.gov.on.ca/eng/curriculum/secondary/health1112curr.pdf>



## Information for the School Staff - Educators and Supervisors

### Registration

Registrations are accomplished [on-line](#). E-mail and fax registrations are no longer accepted.

### Cancellation and Refund Policy

1. We reserve the right to cancel the P.A.R.T.Y. day due to bad weather or The Ottawa Hospital staff sickness. We will do our best to reschedule your school however there is no guarantee.
2. If you need to cancel your P.A.R.T.Y. day you must complete and submit the *Cancellation form* found on-line at least two weeks in advance to ensure your \$100 deposit is returned. After that, your deposit is non-refundable.
3. If you register for a full spot you are required to bring a minimum of 30 students and a maximum of 40 students. If you register for half a spot you are required to bring a minimum of 15 students and a maximum of 20 students. The half spot is automatically combined with another school who has also requested a half spot. If you are unable to fulfill the amount of students your spot requires, you must complete and submit the *Cancellation form* found on-line at least two weeks in advance to ensure your \$100 deposit is returned. After that, your deposit is non-refundable.
4. We reserve the right to cancel the day if you bring fewer students than the number you had originally indicated on your registration form in which case we will retain your \$100 deposit.
5. If you cancel your school P.A.R.T.Y. day your spot will be re-assigned by the P.A.R.T.Y. Coordinator. Due to the high volume of registrants your spot will automatically go to the next school on the waiting list.
6. Please identify an emergency cell phone number on your registration sheet that we can use to contact you on the day of your school's P.A.R.T.Y. This will give us the means to contact you in case of delays, cancellations or other situations (i.e. bad weather, school closures, etc.).

### The Environment

- The Ottawa Hospital, Civic or General Campus
- The students will be travelling throughout the hospital so please wear comfortable shoes
- The temperature varies depending on which department we are in, and there are sights, smells and sounds that may be foreign to students and some staff
- The hospital is a **fragrance-free environment**, hence, it is important that the students not wear any fragrances
- The hospital is a **non-smoking facility**

Also, it is The Ottawa Hospital communicable disease policy to minimize the risk of spreading infection in the work place in order to provide a healthy environment for staff and patients. THEREFORE, in keeping with the policy we are requiring that **no one** is to attend the P.A.R.T.Y. Program if he/she has any of the following symptoms:

Vomiting, Diarrhea, Symptoms of acute respiratory tract infection including cough, sore throat, runny nose, and/or fever, Flu-like muscle aches, Fever within the last 24 hours, Conjunctivitis (eye infection, pinkeye) or Infectious rashes or concern of possible transmission of a communicable illness (e.g. chickenpox/shingles, mumps, measles).

We want to reassure students, teachers and parents that our overall objective is to keep everyone safe and healthy during their P.A.R.T.Y. Program experience and at the same time we are committed to maintaining a healthy hospital.

If you have any questions or concerns with the above information please contact the P.A.R.T.Y. Coordinator at 613-798-5555 x19602.



## Transport

- The school is responsible for transporting students and school staff to and from The Ottawa Hospital
- Due to the precise program schedule, staff and students should arrive by 9 a.m. at the allocated campus in order to start the program at 9:10 a.m.
- Please instruct the bus to pull up outside the main entrance (see map). The bus can use the same place for pick up at the end of the day. We finish our day at 2 p.m.-2:30 p.m. **If you require a late arrival or an early departure please indicate that on the registration form.** We need ample time to plan for these changes in the program.

## Selection of Students

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

- **Age:** students between 15 years and 18 years of age, however, we have found that students in grades 10,11 and 12 are most receptive to the program's message.
- **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:

- No one is to come to P.A.R.T.Y. if they are ill
- Prepare the students for an emotionally intense day
- The need for appropriate behaviour in a hospital - level of noise, level of activity, care when passing patients in the corridors, behaviour in public areas of the hospital
- The need to dress in appropriate clothing for the visit
- The need to refrain from wearing any fragrances
- To eat a good breakfast
- To bring snacks and a water bottle with them. We provide a light lunch and one water bottle per student.
- Leave their valuables at home
- All electronic devices must be turned off and put away for the duration of the program

## Preparation of School Staff to Attend

Please cover the following with staff prior to attendance – please ensure all staff attending has received the *Teacher's Guide*:

- Teachers/supervisors are responsible for the students for the duration of the program
- You will need to supervise the students throughout the day including during the presentations, and when touring the hospital which includes assessing the needs of the students and bringing the required number of supervisors
- **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 could trigger reactions such as fainting, anxiety or an asthma attack – please ensure staff bring a copy of any medical plans for students with medical conditions with them on the day**





## ***P.A.R.T.Y. Day Activities***

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

Power point presentations:

- Introduction to the program
- Pre-hospital services
- Emergency services
- Brain injury
- Spinal cord injury
- Rehabilitation services (Occupational Therapist/Physiotherapist)
- Injury survivor

The students will take tours of the following departments:

- Intensive care unit
- Emergency department
- Rehabilitation unit

**Please note:** while every effort will be made to comply with the enclosed program and the above-mentioned activities, changes may occur on the day due to unavoidable circumstances e.g. presenting staff being called away to attend an emergency. 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.

## ***Supervision of Students***

- The P.A.R.T.Y. Coordinator will oversee the Program throughout the day to ensure student safety, patient confidentiality, and the running of the tour
- All Ottawa Hospital staff members and volunteers have been specially selected and trained to assist with 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 to supervision for the students
- Supervising adults are required to maintain student discipline while touring selected area, reminding students to be respectful and behave responsibly
- If a student has to leave the group feeling unwell, either physically or emotionally, an Ottawa Hospital staff member or volunteer **and** school representative will attend to them. The teacher-in-charge is to record the incident and provide formal feedback to the school
- If a school staff member or student requires medical intervention, they will be transferred to the Emergency Department and triaged as a patient. They will require the supervision of the school staff member and the school is responsible for notifying the parent/guardian

## ***Information and Consent for Parents***

- Parents/guardians of students need to receive the P.A.R.T.Y. Program letter and consent form. Your school may have their own excursion forms/excursion consent forms that you are obligated to use but **please ensure that the P.A.R.T.Y. Program form is also sent** – it is a requirement of our Program standards that these forms are sent to parents and signed and brought with the school supervisor on your assigned date.
- Student participation is subject to the receipt of the signed consent form from the parent/guardian





## **Communication Strategies**

- The Program Coordinator will liaise with the Teacher-in-charge who will contact the school if necessary during the day, or a parent directly if required

## **Emergency Procedures**

- The school teacher supervisor will have a list of all members in the group on the excursion, and should evacuation occur, or a situation where it is required, the school staff will use this list to identify all the students

## **Suggested Activities for Students (and staff) Post Visit**

Perhaps one of the most important goals of adolescence is to develop independence of being, thought and action. The perspective of independence following injury is often altered dramatically. Trauma often results in severe and permanent injury, making it necessary to reassess one's view of independence, and to develop additional skills to cope with the changes. The following suggestions are meant to illustrate some of the changes.

**Spinal cord injuries** may include minor to major disruptions of movement and/or feeling below the level of injury. As a general rule, the higher up the spinal cord the injury is, the more extensive the disruption or deficit. The following activities can be tried, keeping in mind how someone who can only use his/her upper body or have limited hand use would accomplish them.

- Borrow/rent a wheelchair for a week, especially during a theme week and have students use the chair for a full day. Include travel to and from school.
- Transfer from a bed to a wheelchair without using legs, or abdominal muscles. Dance in the chair.
- Organize a sports event in chairs. Invite a team of wheelchair athletes.
- Have student's list obstacles to movement and create a design to make access easier.
- Plan a trip for someone who uses a wheelchair to the beach, airport, and another country. What must be considered?
- Design a musical instrument that can be played by breath only... remembering to include a method for holding or securing the instrument.
- Wrap a blanket, mummy style, around a friend and assist with lunch, then take turns.

**Head injuries** lead to permanent changes to your brain. These changes vary from minor, such as alterations in concentration to major, such as difficulties with thought processes, expression, movement, and personality change. Plan the following activities with varying degrees of these difficulties in mind.

- Create a game in which communication is difficult or in which you are unable to express ideas or complete actions.
- Create a picture board. Communicate by picture board only.
- Invite a speaker from the Head Injury Association to speak to your group.
- Imagine you are brain injured. Write a story or poem... how does it feel? What senses, skills, activities and relationships are changed. How will you adapt?



Should you require any further information prior to your visit, please do not hesitate to call the P.A.R.T.Y. Program office at the number below.

Thank you for your time in coordinating this very important day for your students.

## Contact information

### **Sonshire Figueira**

P.A.R.T.Y. Program Coordinator

Phone: 613-798-5555 ext. 19602

E-mail: [P.A.R.T.Y@toh.on.ca](mailto:P.A.R.T.Y@toh.on.ca)

The Ottawa Hospital, Civic Campus

Trauma Services CPC-1 R164

1053 Carling Ave.

Ottawa, ON, K1Y 4E9



## Check List - Party Date: \_\_\_\_\_

### Registration Process – First come, first served basis once the cheque is received

	Complete and submit on-line the registration form <b>by May 1st</b> . Note: there is 30 min allocated to complete the form before the session timed out
	Identify ALL special requests on the registration form (e.g. late arrival or early departure, PD days, holidays, etc.)
	Registration confirmation received - sent automatically a few moments after the submission of the registration form on-line. <i>If no confirmation e-mail was received it means that the registration has not been sent. This may be due to the session having timed out if it took more than 30 minutes to complete the registration form</i>
	Send \$100 cheque deposit to: P.A.R.T.Y. Program - The Ottawa Hospital, Civic Campus, Trauma Services CPC-1 R164, 1053 Carling Ave. Ottawa, ON, K1Y 4E9
	Confirmation e-mail received informing that the P.A.R.T.Y. coordinator has received the deposit cheque

### P.A.R.T.Y. Date Confirmation

	Received P.A.R.T.Y. day date from P.A.R.T.Y. Coordinator – by May 31 <sup>st</sup>
	Complete and submit the on-line <i>Registration Confirmation</i> within one week of receiving your P.A.R.T.Y. date

### Preparation for P.A.R.T.Y. Program day – 1 month prior to P.A.R.T.Y. date

	Received the last reminder via e-mail - 1 month prior to the scheduled P.A.R.T.Y. day
	If cancellation is necessary – complete and submit the <i>Cancellation form</i> on-line at least 2 weeks prior to P.A.R.T.Y. date
	Print The Ottawa Hospital consent form for each student
	Print the parent information package to give to each student to bring home
	Have students sign the consent forms – bring on P.A.R.T.Y. day
	Book transportation to and from the hospital

### Week of P.A.R.T.Y. Program day

	E-mail P.A.R.T.Y. Coordinator (by the <b>TUESDAY</b> of the week I am attending P.A.R.T.Y) the exact number of students and supervisors attending
	Confirm your emergency contact number (cell #) - in case weather or extenuating circumstances requires the program to be cancelled that day
	Collect student consent forms
	Prepare to arrive by 9 a.m. and stay until 2:15 p.m. unless otherwise requested on my registration form
	Remind the students to eat breakfast. Lunch and one water bottle are provided but if the students anticipate being hungry ask them to bring extra snacks



## **Parent/Guardian Letter** to accompany consent form

Dear Parent/Guardian,

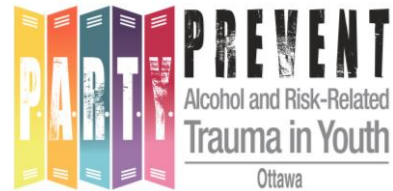
P.A.R.T.Y. is the acronym for Prevent Alcohol and Risk-Related Trauma in Youth. It is an injury prevention program targeted at high school students between the ages of 15 to 18 to educate them about the outcomes of making poor choices. P.A.R.T.Y. seeks to give the students a snapshot of the possible traumatic and often preventable consequence of risk-related behaviour that can lead to injury

The program is a full day offered at The Ottawa Hospital Civic campus or General campus. During the P.A.R.T.Y. Program day the students hear from a variety of speakers which may include nursing, social work, rehab, medicine, neuropsychology, police and injury survivors and together we bring the students face to face with the reality of poor choices.

We recommend that you visit the P.A.R.T.Y. Program [website](#) in order to familiarize yourself with our program and to open a discussion with your teenager regarding injury prevention. We also offer several links that help parents stay informed about various issues that the adolescents in our modern society face today.

Kind regards,

*Sonshire Figueira*  
P.A.R.T.Y. Program Coordinator  
The Ottawa Hospital, Civic Campus  
Trauma Services CPC-1 R-164  
1053 Carling Ave  
Ottawa, ON, K1Y 4E9  
Phone: 613-798-5555 ext. 19602  
E-mail: [P.A.R.T.Y@toh.on.ca](mailto:P.A.R.T.Y@toh.on.ca)  
Trauma Services



## Parent/Guardian Consent Form

I hereby give permission for my son/daughter to be included in the P.A.R.T.Y. Program day session

I HEREBY CONSENT to the use, publication, reproduction, televising, sale, distribution and display of motion and/or still pictures photographed on my school's P.A.R.T.Y. Program day, and any part thereof, and any photographic reproduction in which my son/daughter/I may appear.

I FURTHER CONSENT to the use of my son/daughter/my voice or such sound and sounds as may be necessary in connection with any motion and/or still pictures, and any part thereof, and any photographic reproduction in which my son/daughter/I may appear to produce any effect and result.

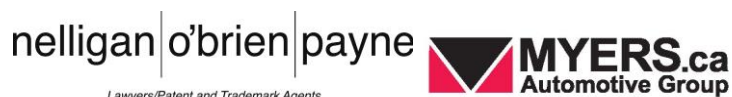
AND I CONSENT to all original and copy material as being the property of The Ottawa Hospital to use at its discretion including but not limited to The Ottawa Hospital website, press, radio, television, web casting, websites or social media accounts and/or for any educational evaluation for studies while participating in the PARTY Program at The Ottawa Hospital. I realize that The Ottawa Hospital cannot be held responsible for final copy and photographs used by the news media.

Furthermore, my son/daughter/I as the student also agrees not to disclose or discuss any personal information outside the PARTY Program that I acquire during my attendance.

Date of field trip:	
Name of Student:	

## Signatures

Parent or Guardian, If student is under 18 yrs old:	
Student:	
Date:	



Our sponsors:

Lawyers/Patent and Trademark Agents  
Avocats/Agents de brevets et de marques de commerce



## Schedule for P.A.R.T.Y. Day

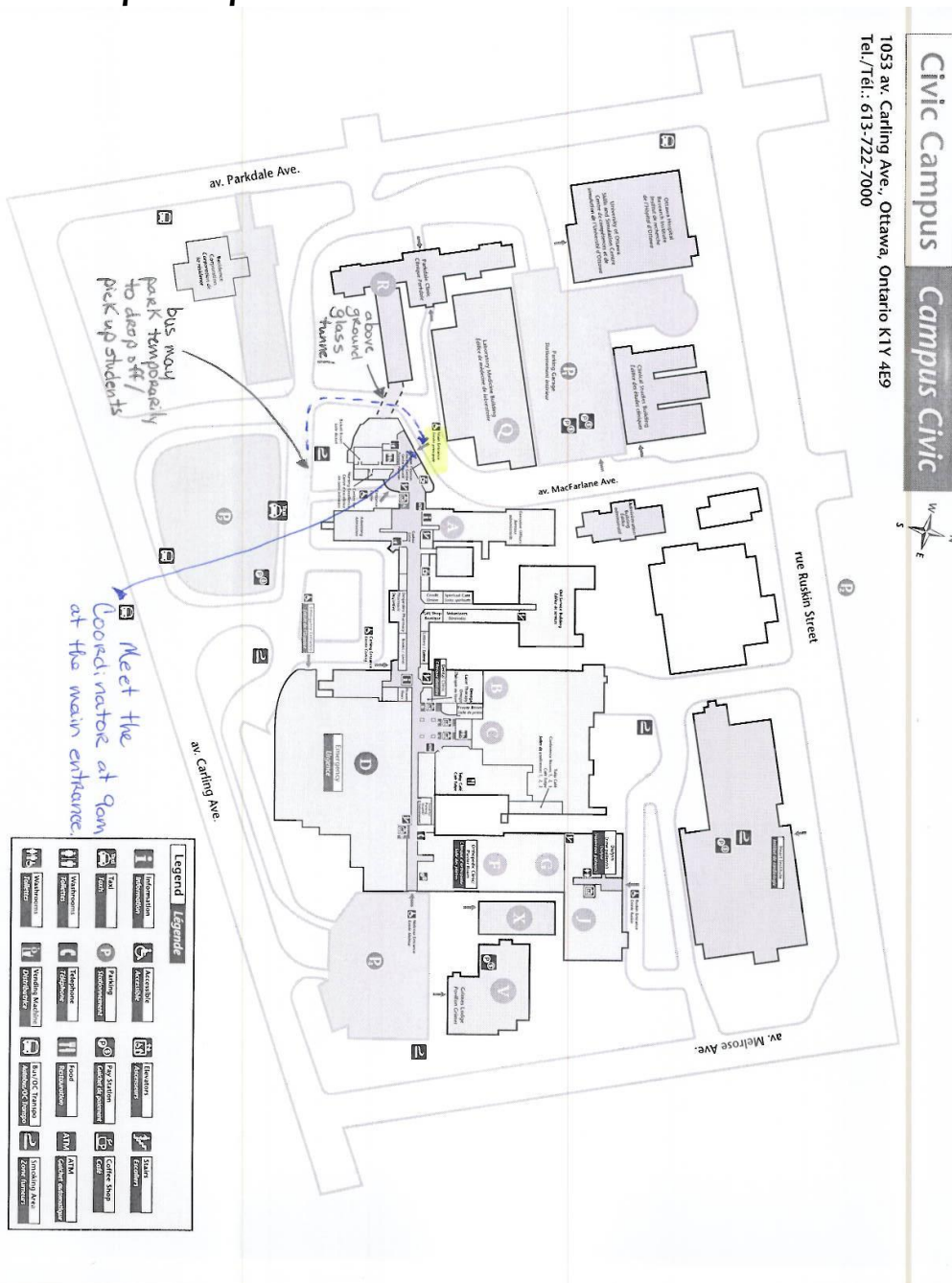
### ***P.A.R.T.Y Schedule Civic campus***

9 a.m.-2:15 p.m.

9:00 a.m. - 9:10 a.m.	Meet Students
9:10 a.m. - 9:25 a.m.	Introduction
9:25 a.m. - 10:10 a.m.	Pre-Hospital
10:15 a.m. - 10:45 a.m.	ER Doctor/Trauma Scenario
10:45 a.m. - 11:00 a.m.	ER Registered Nurse
11:00 a.m. - 11:25 a.m.	Intensive Care Unit Tour
11:25 a.m. - 12:00 p.m.	LUNCH
12:00 p.m. - 12:05 p.m.	Video
12:05 p.m. - 12:30 p.m.	Brain Injury
12:30 p.m. - 12:55 p.m.	Spinal Cord Injury
1:05 p.m. - 1:40 p.m.	Physiotherapy/Occupational Therapy
1:45 p.m. - 2:15 p.m.	Injury Survivors
2:15 p.m. - 2:30 p.m.	Questions Wrap up

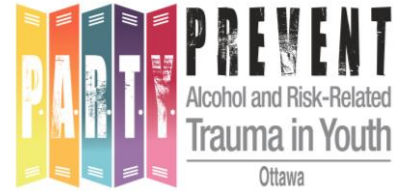
## Maps

### Civic Campus Map



The school bus can temporarily park at the entrance off of Carling Avenue then a short walk west to the corner. Turn right and keep walking until you go around the corner and the main entrance is on your right. Enter and you will meet the P.A.R.T.Y. Coordinator in the lobby as you enter. You will know that you are in the correct entrance when you see the Tim Horton's and the staircase. Stay in the lobby.





## Sponsors and Community Partners

A big Thank You to our sponsors!!!


nelligan|o'brien|payne

*Lawyers/Patent and Trademark Agents  
Avocats/Agents de brevets et de marques de commerce*



A big Thank You also to our community partners!

We must thank our various partners in the community as our program would not be the same without them:

Algonquin College Paramedic Program, Children's Hospital of Eastern Ontario  Trauma Program, Ministry of Transportation as well as various paramedic services throughout the region.