



SCHOOL VISIT INFORMATION PACKAGE

2025-2026

School Visit Date: _____

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CONTACT INFORMATION

FOR INFORMATION INCLUDING:	CONTACT
• Important details regarding your school's visit • Program content, speakers and agenda • Media Consent forms • Student preparation • Evaluations/Student feedback • Inclement Weather • Disclosure Policy • Visit date and preparations • Lunch accommodations • Waiting list • Rescheduling/Cancellations • Resources • Registration for the next coming year	Theresa Murray P.A.R.T.Y. Program Coordinator t. 705-523-7100 Ext. 1591 Cell: 705-562-2746 tmurray@hsnsudbury.ca Julia Phillion P.A.R.T.Y. Program Team Member t. 705-523-7100 Ext. 1034

PROGRAM GUIDELINES

ITEM	DESCRIPTION
Start/End	Start time for the Program is 9:00 a.m. and the day will conclude at 1:00 p.m. If you require amendments to these times due to distance, please notify us at the time of your registration and we will try our best to accommodate. Participants should ideally arrive 10 minutes prior to commencement of the presentations. Any group arriving 20 minutes (or more) late shall be considered as cancelled or may be omitted from a morning presentation. Inclement weather will be taken into consideration.
Cancellations	Cancellations must be made at least 3 business days in advance by notifying the Trauma Office (705-523-7100 Ext. 1591).
Attendance	All registrants are committing to bring a minimum of 15 students, up to a maximum of 25 (plus 2 teachers/chaperones), unless otherwise arranged with the Trauma Office. Please contact the Trauma office immediately if you cannot commit to this policy to discuss alternative options.
Transportation	The school is responsible for student transportation on the P.A.R.T.Y. Program day.
Valuables	Please remind students to leave all valuables at home. The staff at Health Sciences North are not responsible for lost or stolen property while your school is attending the P.A.R.T.Y. Program.

HEALTH SCIENCES NORTH POLICIES

- ☐ No one is to come to P.A.R.T.Y. **IF THEY ARE ILL**

Full policy available online: <https://www.hsnsudbury.ca/portalen/Patients-and-Visitors>

- ☐ No one is to come to P.A.R.T.Y. **WEARING ANY FRAGRANCES**

Full policy available online: <https://www.hsnsudbury.ca/portalen/Patients-and-Visitors>

- ☐ Health Sciences North is a **SMOKE-FREE** facility, including all sidewalks, lots, roads, etc.

Full policy available online: <https://www.hsnsudbury.ca/portalen/Patients-and-Visitors/Smoke-Free-HSN>

P.A.R.T.Y. PROGRAM PREARATION CHECKLIST

BEFORE YOUR VISIT

At least 10 days before your visit:

- ☐ Photocopy and distribute media consent form
- ☐ Collect signed media consent forms –Please have this form separate from your own school's consent forms as we will be collecting it for our records
- ☐ Take 15 minutes of class time and prepare your students for the program content
- ☐ Have students scan the QR code below and complete the Pre-Program Student Survey.

[Media
Form](#)

[Confidentiality
Form](#)

[Pre-Program
Survey](#)



DRESS CODE

- ☐ Remind students to **DRESS ACCORDINGLY**. Some areas of attendance are warm and have different smells that may cause fainting or a nauseated feeling.
- ☐ Students are asked to dress in layers.
- ☐ A single layer of clothing (e.g. t-shirt covered with a sweater) is recommended, especially during the hospital tours.
- ☐ Wear soft soled shoes. We will be travelling through patient care areas.

SNACKS AND LUNCH

- ☐ Remind students to **EAT BREAKFAST** before arriving, even if they do not normally eat in the morning. Some students may feel unwell during the morning components due to the graphic nature of the presentations.
- ☐ **SNACKS:** Juice and small snack is provided at morning break.
- ☐ **LUNCH:** Students and Teachers are required to bring their own lunch or choose to purchase their lunch at the Tim Horton's in the main lobby of the hospital or the cafeteria at HSN

MOBILE DEVICES /IDENTIFICATION

- ☐ All electronic devices must be turned off and put away during presentation times.
- ☐ Pictures of your group may be taken as long as there is no staff or patients included in the frames.
- ☐ Students must wear the P.A.R.T.Y. Program identification provided at all times while on hospital property.

P.A.R.T.Y. PROGRAM AGENDA

TIME	DESCRIPTION
8:50am	Arrive at Health Sciences North main entrance and greeted by a P.A.R.T.Y. Program staff member.
9:00 am -11:40 am	Speaker Presentations* • Police Officer, Paramedic and Trauma Nurse, Intensive Care Unit (ICU) Nurse, VIPP (Violence Intervention and Prevention Program) • Tours (trauma room, intensive care unit) *Please note: Due to the nature of this acute care setting, tours/speakers are subject to change
11:40-12:15 pm	Lunch
12:20-12:50 pm	Rehabilitation Unit
12:55-1:00 pm	Post-program survey completion
1:00pm	Depart from Health Sciences North

PREPARING STUDENTS FOR THE P.A.R.T.Y. PROGRAM CONTENT

Teachers and students continue to identify the major strength of the P.A.R.T.Y. Program as the opportunity to interact with people personally affected or who work with traumatic injury. The Program provides a unique kind of learning experience because of the hospital setting. The day is centered on the theme of prevention; it helps to put a personal face on injury and reminds students that although injury can happen to anyone there are strategies to reduce the likelihood and severity.

TEACHER PREPARATION

Teachers play a vital role in making the P.A.R.T.Y. Program a positive learning experience for their students. Some simple activities before the Program day will make students more comfortable with the subject matter and engage in meaningful dialogue with the presenters and one another. Following the presentations, teachers play an equally valuable role: They ask students how they felt about the program and respond to unanswered questions and issues, including sharing local resources.

The following is a list of tips and recommendations for teachers whose students are going to participate in the P.A.R.T.Y. Program:

1. Make sure the right people are “in the know”.

- Ensure the principal and other appropriate personnel, staff members, parents and caregivers know about the P.A.R.T.Y. Program agenda and areas of focus.

2. Have support on hand.

- It would be ideal to include the guidance counsellor at the P.A.R.T.Y. Program or available afterwards for student questions.
- Consult with colleagues about students who may find the program sensitive because of difficulties they, or someone close to them is having.

TEACHER CHECKLIST

Before the Program

- ☐ Prepare students in advance by introducing the P.A.R.T.Y. Program agenda in the classroom.
- ☐ Complete the **Pre-program Student Survey** by scanning the QR code.
- ☐ Establish clear ground rules and expectations for students (e.g. respectful listening, and **privacy and confidentiality**).

During the Program

- ☐ Observe student's reactions to the material and the speakers.
- ☐ If you see a student not coping well with the material, please notify a P.A.R.T.Y. Program Team Member.

After the Program

- ☐ Follow up with students who expressed concerns

P.A.R.T.Y. PROGRAM INCLEMENT WEATHER PLACEMENT POLICY

POLICY STATEMENT:

The P.A.R.T.Y. Program (Prevent Alcohol and Risk-Related Trauma in Youth) operates during the academic year, serving high schools in the Sudbury area. The P.A.R.T.Y. Program is committed to ensuring the safety and well-being of all students, staff and community members on days that are deemed to be inclement weather days. Most often, participating schools use hired services to transport students to Health Sciences North and these services can be affected by inclement weather. This policy outlines key processes and roles in relation to Inclement Weather interruptions to the P.A.R.T.Y. Program activities.

DEFINITION(s):

Lead Teacher: The teacher accompanying the students on the field trip and who is in contact with P.A.R.T.Y. Program Lead.

School Bus Cancellation: Cancellations are considered as noted by the Sudbury Student Services Consortium

PROCEDURE:

Day of Program

1. Program Staff will monitor the available channels for inclement weather statements and potential school bus cancellations.
2. If there are no school bus cancellations for the registered school then the program will operate as scheduled.
3. If there is a school bus cancellation that affects the registered school, then the P.A.R.T.Y. Program is cancelled for that day. Program Staff will advise all affected stakeholders including the Lead Teacher, program staff and volunteers, as well as affected partner institutions and agencies.
5. Programs cancelled in accordance with this policy will be rescheduled for a mutually agreeable future date if able. If the P.A.R.T.Y. program office is unable to find a suitable date, the school will be offered priority on the wait list in case of openings for the remainder of the school year.