

## Administrative Procedure 315

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### STUDENT ILLNESS AND INJURY

#### Background

The District endeavours to ensure the safety and well-being of the students of the District. Therefore, it is District practice to provide sick or injured students with appropriate medical attention. To implement this Administrative Procedure effectively, the following procedures will be followed:

- In the case of emergency treatment being required, the student shall be transported by ambulance to a hospital. The District will not cover the ambulance cost.
- In the case of non-emergency treatment being required, the student will be treated by a first aid attendant, school administrator or other designated staff person.
- In the event of sickness or accident, the student's parent shall be notified by an attending adult as soon as possible.

#### Procedures

1. Every school in the District is required to ensure that at least two staff members possess a minimum Level 1 current First Aid Training Certification. The District will cover the costs of training and in-service for staff.
  - 1.1. For elementary schools, Level 2
  - 1.2. For middle schools, Level 2
  - 1.3. For secondary schools, Level 2
2. All noon supervisors at all schools shall have a minimum Level 1 current First Aid Training certification. The District will cover the costs of training and in-service for staff.
3. For field trip first aid requirements, refer to [Administrative Procedure 260 – Student Field Trips](#).
4. All principals are to ensure that the District Emergency quick reference flipchart (District Response Manual) is clearly visible and accessible in all designated medical rooms.
5. All principals are required to have a designated inside location where a District approved first aid kit will be placed. For all outdoor activities including recess and lunch, a portable kit is also to be available.

6. During the first week of each school year, the principal is to review with all staff the school's first aid procedures for caring for sick and/or injured students. Reference must be made to this Administrative Procedure. Staff are to be informed of the location of information regarding students who may require "special" medical assistance. Staff members that require and/or possess current first aid training are to be identified at this time.
7. All staff are to be made aware of the District's monitoring expectations regarding the timely notification of parents in cases of student accidents during the review referred to in section 6 above.
8. By the end of the first full week of October of each year, all schools must register with the District Health and Safety Officer the names and certificate copies of all Level 1 and Level 2 trained staff, along with the completed [District Assessment form](#). Each Principal is to keep a copy of this file in their office. Principals are to copy, and file copies (not originals) of certificates.
9. All staff are to be made aware that the [Schools Protection Incident Report](#) is to be completed online following an accident involving a student. Completion of such forms is the responsibility of the Principal.

Reference: Sections 7, 8, 17, 20, 22, 65, 84, 85, 95 School Act  
Good Samaritan Act  
School Regulation 265/89

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