

## Administrative Procedure 315

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### ASSISTING A STUDENT IN CASE OF ACCIDENT OR ILLNESS

#### Background

A staff member may be required to administer emergency first aid treatment to a student in order to preserve the life or physical well being of the student. This is a natural extension of the school personnel's duty to exercise reasonable care and skill in attending to the safety, health and comfort of students. First aid assistance shall continue to be provided until the student is placed in the care of the parents or qualified medical practitioners.

#### Procedures

1. In the event of serious injury or accident to a student, the following procedures shall be adhered to:
  - 1.1 The staff member will apply first aid treatment if required and practical, and if the staff member is competent to do so.
  - 1.2 If there is any doubt about the extent of the injury, the student will not be moved, but made as comfortable as possible and kept warm until expert assistance is secured.
  - 1.3 In all instances of serious injury, the staff member will stay with the injured student and direct a responsible person to notify the parents as soon as possible.
  - 1.4 If practical and possible, the paramedics will be called to arrange for treatment and transportation of the student to the nearest medical facility.
  - 1.5 In the event that paramedics are not available (i.e. on camping trips, excursions, etc.), appropriate arrangements will be made to access medical attention or transport the injured student to a medical facility.
  - 1.6 Parents will be contacted as soon as possible.
2. Under no circumstances will employees of the Division give legal consent for medical treatment to students in their charge. In the event medical treatment is refused by a medical practitioner because of lack of valid consent, the employee shall:
  - 2.1 Defer to the opinion of the medical practitioner.
  - 2.2 Advise the Principal of the problem and the recommendation of the medical practitioner.
  - 2.3 Continue to attempt to contact the parents.
3. The Principal shall inform the Superintendent immediately in the event a student is seriously injured.
  - 3.1 A complete report shall be filed with the Superintendent within 24 hours of the accident.
4. Students that become ill at school or incur an injury must not be sent home unless the parents have been informed.

5. The Principal shall ensure that a proper record of minor accidents and/or injuries is maintained at the school.

Reference: Section 11, 33, 52, 53, 196, 197, 222 Education Act  
Emergency Medical Aid Act  
Occupational Health and Safety Act