

## Administrative Procedure 706

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### MEDICAL – INJURIES

#### Background

Staff are expected to act as would a reasonable parent if a student becomes ill or injured at school or on a school-sponsored activity.

#### Procedures

1. Administrators, staff and volunteers shall take all reasonable precautions to prevent accidents from occurring to students under their care and supervision.
2. Staff shall report potential hazards to students as soon as possible.
3. The Principal shall ensure that the school is equipped with first aid supplies and equipment as per the Division's health and safety program.
  - 3.1 First aid supplies must be accessible to staff at all times.
4. Staff who handle any body fluids shall ensure that they take precautions to protect themselves and others from the spread of infection, as outlined in **Administrative Procedure 700 General Principles for Health and Safety**.
5. The Principal shall ensure that staff are aware of basic first aid procedures and aware of the names of persons on staff with first aid training.
  - 5.1 At least one staff member per 100 students shall have, at a minimum, standard first aid that includes CPR & AED training.
6. In conjunction with the development of a student's **Individual Care Plan Form 702-1**, and at the commencement of the school year, principals shall coordinate with parents to ensure that school staff and Transportation Services are aware of any specific medical problems of the child and any reasonable precautions and remedies that an adult would be expected to administer.
  - 6.1. Transportation Services shall ensure that bus drivers are aware of transportation concerns that may arise, as determined by a student's **Individual Care Plan Form 702-1**, as prudent to do so.
7. When a student is injured, staff shall ensure that they are comfortable and safe before leaving them to summon additional help.
  - 7.1. Preferably, the staff member is to stay with the student and have another person summon assistance.

8. Staff are expected to take any action to provide medical assistance as would be expected of any reasonable adult.
9. Staff may summon emergency personnel and shall accompany students to a medical facility.
10. Under no circumstances shall employees of the Division give legal consent to medical treatment of students in their charge.
  - 10.1 In the event medical treatment is refused by a medical practitioner because of lack of valid consent, the employee shall:
    - 10.1.1 Defer to the opinion of the medical practitioner;
    - 10.1.2 Solicit advice from the medical practitioner as to appropriate courses of action;
    - 10.1.3 Advise his/her supervisor of the problem and the advice of the medical practitioner;
    - 10.1.4 Take such course of action as recommended by the medical practitioner and approved by his/her supervisor; and
11. If consideration is given to sending an ill or injured student home, the Principal or designate shall:
  - 11.1 Contact the parents and ensure that the student is escorted home or to a designated location; or
  - 11.2 Keep the student at school if unable to contact the parents.
12. Within twenty-four (24) hours after the occurrence of an accident, the Principal shall complete an [Student Accident Report Form 706-1](#), which shall be retained on file at the school and a copy sent to the Health and Safety Coordinator.
13. Information regarding the availability of third party accident insurance shall be made available to students and their parents.

Reference: Education Act 31, 32, 196, 197, 222 Emergency Medical Aid Act (E-7 RSA 2000)	
	Date Approved: April 1, 2021
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References shall be updated as required and do not require additional approval.