



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

### **Policy H.1 (Formerly 4510)**

#### **Student Injury & First Aid**

Date Approved: March 2011

Date Updated: January 2017

#### **Preamble**

The Haida Gwaii Board of Education of School District No. 50 recognizes that the safety and well-being of students is of primary importance. In determining a course of action where student safety or well-being is concerned, teachers and other staff must err on the side of caution, contacting parents or guardians promptly and, if there is any doubt as to the condition of the student, directing the student with escort to a medical practitioner.

#### **PROCEDURE**

##### **1.0 Students Ill at School**

- 1.1 Place the student in a suitable area that is regularly supervised. If practicable, contact the parent/guardian.
- 1.2. If the student cannot resume normal activity within a reasonable time, or clearly demonstrates extreme pain or similar conditions, contact a parent/guardian for further care.

##### **2.0 Accidents at School**

- 2.1. In the case of an accident or any emergency affecting any student in the school, the Principal shall deal with the matter using his/her own good judgment.
- 2.2. All staff should be constant and thorough in their attention to grounds, buildings and equipment to ensure that unsafe conditions do not exist.
- 2.3. Principals and their staff shall see that students in the school and on the grounds are adequately supervised while under school authority.
- 2.4. An accident report form ('SPP') shall be submitted to the Secretary Treasurer within 48 hours of the accident.

##### **3.0 Students Who Are Injured**

"Serious Injuries" include any head or dental injury, a seizure, or any physical injury that effectively incapacitates the student for a long period of time.

- 3.1 All Serious Injuries must be observed and/or treated at a medical facility.



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3.2. A School employee administers basic first aid. If the injury is critical, the ambulance is called immediately.

3.3. The Principal or designate, along with the parent, if available, shall make a decision to either return the student to regular activity or seek medical assistance via ambulance or personal vehicle.

3.4. The incident, is recorded in the school's First Aid Log. An SPP form must be filled out by the Principal or designate (i.e., First Aid Attendant) for the Secretary Treasurer.

3.5 Serious injuries must be reported by phone or e mail to the Superintendent of Schools by the Principal or designate

### 4.0 Students Who Are Injured or Ill on Field Trips

4. 1. All regulations above are considered when students are out of district. However, the duty of care is considered even more significant due to the inability of parents/guardians to attend the student.

4. 2. Every effort will be made by the employee to notify the parent/guardian and the Principal.

4. 3. If there is any doubt as to the seriousness of the student's condition, the employee shall escort the student to a hospital or equivalent medical facility and remain with the student.

5.0 Students taken to hospitals or other institutions are under the care of the school until a parent or guardian arrives, and thus cannot be left without a responsible adult while at the medical centre.

### 6.0 First Aid

6.1 The School District encourages all staff to have and maintain a basic first aid certificate.

6.2 Subject to approval by managers and subject to successful completion of the course the School District will refund the cost of the course.

### 7.0 First Aid Supplies

That the following supplies shall be maintained in each school, office or shop and determined by the attached schedules.

- (a) Medical Room Supplies - 6430-1;
- (b) Industrial Education/Science Rooms - 6430-2;
- (c) Travel and Physical Education - 6430-3;
- (d) Maintenance Shop and Vehicles - 6430-4.



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7.1 Science teachers should be familiar with pages 16 and 17 of the Science Safety Manual in which is listed Safety Equipment for classrooms.

7.2 That each and every medical supply kit shall be inspected every six (6) months.

7.3 The inspection shall determine the sterility of supplies and recommend the replacement or renewal of depleted supplies.

7.4 The inspection will be the responsibility of the First Aid attendant.