

Administrative Procedure 313

EMERGENCY MEDICAL TREATMENT

Background

The Division recognizes the responsibility of staff members to act as reasonable and prudent parents while at the same time realizing that staff members do not have the authority to consent to medical treatment for a student.

Procedures

1. Teachers shall report to the Principal serious incidents involving injury or illness which occur to a student in their care.
2. Reasonable efforts will be made to inform the parents who will make arrangements for necessary medical treatment. If the parents cannot be contacted, the Principal or designate shall arrange transportation for the student to a medical facility. When a spinal injury is suspected it is advised that the student is not moved except by appropriate medical personnel.
3. If a student needs to be transported for treatment in an emergency medical vehicle, the cost of transportation over and above the insurance of the parents of the student shall be covered by the Division.
4. Division staff shall not provide nor administer non-prescription medication to students.
5. Any incident related to bodily injury serious enough to require attention, shall be reported on **Form 313-1 Incident/Injury Report** and forwarded to the Secretary-Treasurer.
6. The Principal shall ensure that adequate supplies of basic first-aid kits are available for the use of staff. **See Appendix 313A**
7. The Principal should encourage staff members to obtain a valid certificate in first aid and C.P.R. training. ***(Note that minimum training requirements are outlined in Appendix 313A.)***

Reference: Section 18, 20, 45, 60, 61, School Act
Emergency Medical Aid Act
OH&S Regulations

SCHOOL HEALTH – BASIC FIRST AID SUPPLIES

For schools of **100 students or less**, your school first aid room (or designated area) should be clearly marked, close to bathroom facilities and equipped with the following items:

- ◆ The supplies of a Number 2 First Aid Kit
- ◆ 1-2 blankets
- ◆ A bed or cot
- ◆ Hot and cold packs
- ◆ An eye wash station
- ◆ A flashlight
- ◆ A communication system

At least two members of staff should have first aid training.

For schools of **200 students or more**, your school first aid room (or designated area) should be clearly marked, close to bathroom facilities and equipped with the following items:

- ◆ The supplies of a Number 3 First Aid Kit
- ◆ 2-3 blankets
- ◆ A bed or cot
- ◆ Hot and cold packs
- ◆ An eye wash station
- ◆ A flashlight
- ◆ A communication system
- ◆ Optional: a stretcher, adjustable cervical collar & splint set

At least three members of staff should have first aid training, plus an additional first aider for each increment of 100 students.

Check your first aid supplies on a regular schedule. Most first aid items can be replenished as necessary through purchases in pharmacies, food stores and safety supply stores.

Infirmary Cleanliness

1. Someone in the school should be designated to check the infirmary on a regular basis, (i.e. is the linen soiled, is there any equipment left out, bandages, basins, etc).
2. Linen should be changed and cleaned when visibly soiled AND when someone with a known communicable disease (e.g. chickenpox), uses it. If in doubt, change it.
3. Routine cleaning should be done the same as with any other room AND after anyone with a known communicable illness uses the room. The usual custodial routine and products should be sufficient.

(Revised January 2010)

Form 313-1 INCIDENT/INJURY REPORT

Date: _____
Name of school: _____
Name of injured student: _____
Age of Student: _____
Grade of Student: _____
Name of Parent(s)/Guardian(s): _____
Address: _____
Date of incident: _____
Location of incident: _____
Describe how the incident occurred: _____

Nature of the injury: _____

Name(s) of Witness(es): _____

Describe the condition of the area, equipment and identified hazards (if any) that may have contributed to the incident occurring: _____

Name of supervising teacher: _____
Location of supervisor at time of incident: _____

Was First Aid rendered? _____
Description of First Aid Treatment provided: _____

Name of First Aid Provider(s): _____

Procedure Followed: *(i.e. Parent called, sent to doctor, student rested or sent back to class)*

If the student was transported for treatment, record who the student was released to along with the location and time: _____

Signature of Supervising Teacher

Signature of Principal

Distribution: 1 copy student's file & 1 copy Secretary Treasurer

GOLDEN HILLS SCHOOL DIVISION NO. 75