

## Administrative Procedure 313

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### 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. Blows to the head or abdominal area may not result in readily observable injury; however, such blows should always be treated as potentially serious. Students who have received such blows should be kept under continuous careful observation until medical attention is obtained for the student. The parent or legal guardian is to be advised of the situation and of action taken.
7. The Principal shall ensure that adequate supplies of basic first-aid kits are available for the use of staff. **See Appendix 313A**
8. 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