



Adopted on interim basis: 1998-09-01
Adopted: 1998-12-01

Policy JLCE

FIRST AID

The School Board recognizes its obligation regarding the administration of First Aid to students. This policy is related to first aid with regard to a student who has had an accident or has suddenly become ill.

Objectives

1. To assure that the effects of injury/illness are minimized.
2. To prevent the condition of the student from worsening, while awaiting the emergency services or the transportation of the student to a medical unit if it is necessary.
3. To clarify the responsibilities of all persons implicated within the school system.

Definitions

First Aid

Immediate attention given to the student in order to remedy problems of a physical nature.

Acute Illness

Sudden or unforeseen sickness which would require intervention of parents (in the case of youth sector) or medical personnel.

General Provisions

The School Board's Responsibility

1. The School Board is responsible for the physical well-being of its students. This responsibility is limited and temporary, being restricted to that time in which the students are under the supervision of the Board.
2. Also, the Board must ensure that at least one person in each school, other than the principal, has received First Aid training that is consistent with the standards of St. John's Ambulance, Commission de la santé et de la sécurité du travail (CSST)*, or Red Cross. All staff of the school must be made aware of which personnel have this training.
3. The School Board will support its employees who, under obligation in the exercise of their duties, administer First Aid and/or ensure the transportation of a sick or hurt student.
4. In order to enable the personnel to cope with this type of situation, the Board will make First Aid courses available to all employees and will ensure the annual review of in-school First Aid procedures.
5. It is the Board's responsibility to attempt to prevent accidents from occurring. This is addressed in the following ways:
 - i) the annual Safety Report produced by the building administrator in conjunction with maintenance;
 - ii) the Rules of Conduct and Safety established in each school.

The School's Responsibility

1. The in-school administrator must establish First Aid procedures in the school. The in-school administrator is responsible for the establishment and contents of a First Aid kit. These procedures must meet CSST standards*.
2. Each school administration will ensure that it has telephone numbers readily available, e.g. ambulance, hospital, Poison Control Centre, Fire Department. Procedures must be established in conjunction with parents to prepare the school to correspond to the special medical needs of an individual student.
3. The school administration must annually inform the parents (youth sector) and the students of the First Aid Policy in force in the School Board.
4. The school administration must advise, as quickly as possible, the family or any other designated person of an accident or sudden illness (serious enough to require medical intervention) suffered by a student. Therefore, an up-to-date directory of emergency numbers must be available.
5. The school administration must keep a record of Reports of Accidents and Acute Illnesses (Annex 1) suffered by students and a report on the nature of the First Aid administered at the school. A copy of each report shall be deposited with the Board Office for insurance purposes and must be made available to the family or designated person upon request.
6. An injured or sick youth sector student must not be sent home or to the clinic alone. Once the emergency First

- Aid is given, the principal or his/her delegate must judge if the seriousness of the situation necessitates the transportation of the student to a medical unit. The student's medical consent form must accompany the student.
7. When the illness or the accident necessitates that the youth sector student be taken to a medical unit, and the parents, or those persons authorized by the parents, are unable to do so, the school administration must see to the transportation of the student.
 8. The school administration, in conformity with the minimum standards established by the CSST*, is responsible to inform its personnel of the procedures to follow in order that they may adequately cope with emergency and First Aid situations.
 9. The school administration must ensure that a First Aid kit accompanies all field trips.

The Parents' Responsibility (for students under 18 years)

1. Parents or guardians are responsible to furnish the school administration with relevant information relating to their child's medical conditions (for example, any handicap, allergy, etc.), and to fill out a form giving their authorization to administer First Aid and subsequent medical care in the event of an accident or an illness suffered by their child.
2. Parents are responsible to furnish required emergency medications and to verify with the principal that school personnel are knowledgeable of their application (i.e. Epipen).
3. Parents or guardians are responsible to furnish the school with the name of a person who can be reached in the case of an emergency.
4. When a student is hurt or sick, parents must, in all circumstances, do whatever is necessary to take over the care of their child as soon as possible.
5. Parents must assume all costs for their child's transportation, by ambulance or taxi, from the school to medical units.
6. If the child's condition is such that he/she may return home, parents must make arrangements to have their child transported.

Procedures to Follow in Providing Care for a Hurt or Sick Child

1. As soon as the accident or sickness occurs, the person in authority or in attendance begins the process of first-aid to the student. A controlled and reasoned response by the person in charge will eliminate confusion and ensure adequate care is provided.
2. If the student needs to be taken to a medical unit immediately, the school will make the necessary transportation arrangements.
3. The school administrator or delegate shall call the parents or the designated person, to apprise them of the situation. Adult and Professional Centres should also have an emergency medical form which indicates a contact person for any emergency situation.
4. The student's medical consent form must accompany the student to the medical unit.
5. The person accompanying the student may leave the medical unit as soon as the student is in the care of the emergency staff or his/her parents or guardian, although it is preferable for the person to remain with the student until parents arrive.

POLICY JLCE / Annex I

Report of an Accident or Acute Illness

(To be completed within 24 hours)

School:		Name of Injured:			
Parent/Guardian:		Age:		Grade:	
Telephone:		Address:			

Date of Accident:		Place:	
		Hour:	

Name of Supervisor/Teacher on Duty <i>(Person responsible at time of accident)</i>	
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Witness(es) to Accident		
Name	Address	Telephone

Nature of Injury	Part(s) of Body Injured			
	HEAD	BODY	UPPER LIMBS	LOWER LIMBS
Acute Illness:				
Amputation	Ear	Abdomen	Arm	Ankle
Asphyxiation	Eye	Back	Elbow	Foot
Bite	Face	Chest	Finger	Hip
Burn	Mouth	Genitals	Forearm	Knee
Concussion	Nose		Hand	Leg
Cut	Scalp		Shoulder	Thigh
Dislocation			Wrist	Toes
Foreign body				
Fracture				
Laceration				
Other:				
Poisoning				
Scratch				
Shock				
Sprain				
Weakness				
Wrench				

Place of Accident	The Injured (pupil) was...	The Accident was....
Auditorium	Accompanied	Minor
Cafeteria	Carried into the building by:	Major
Classroom		
Cloakroom		
Corridor		
Gym		
Lab		
Other:		
Shower		
Skating Rink		
Stairs		
Workshop		
Yard		

First Aid was given by:	
When?	
Was the injured driven to the hospital?	
When?	
How?	Ambulance
	Parents of Student
	Police
	School Personnel
	Taxi
	Other:

Were parents advised?	
By whom?	
When?	

Summary description of accident or illness (circumstances of weather, place, etc):

Condition of the place of accident:
Normal
Abnormal:

What action was taken on behalf of the injured or sick student? Include name of doctor in attendance, if one was called.

Principal's Signature	Nurse/Supervisor/Teacher
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Follow-Up by the School Nurse	
Date:	
Comments:	
Nurse's Signature:	