
ADMINISTRATIVE PROCEDURE 428 STUDENT ILLNESS OR INJURY

The District endeavours to ensure the safety and well-being of students and provide them with appropriate medical attention.

Procedures for ALL Sites:

- During the first week of each school year, the school administrator is to review with all staff the procedures surrounding caring for sick and/or injured students. Staff are to be informed of the location of information regarding students who may require specific first aid assistance.
- Students with specific needs must have informative sheets maintained and updated as necessary on yellow medical sheets, red serious medical sheets, and white medical sheets at secondaries (ex: medical alert forms, medication forms).
- In the case of emergency treatment being required, the student shall be transported by ambulance to a hospital. The District will not cover the ambulance cost.
- In the case of non-emergency treatment being required, the student will be treated by staff with first aid attendant certification.
- In the event of sickness or accident, the student's parent shall be notified at the discretion of a school administrator (ex: a scrape of the skin requiring a band-aid would not constitute a call home).
 - The exception to this rule where a call home must be made is any head wound.
- First aid assistance can be provided by all staff. This assistance is defined as medical attention that is usually administered immediately after the injury occurs and at the location where it occurred consisting of a one-time, short-term treatment and requires little technology and no training to administer.
- First aid responders are staff actively working alongside or supervising students who hold a valid safety oriented first aid certificate.
- The district requires the following to hold valid safety oriented first aid certificates:
 - Administrative Assistant A
 - Education Assistant – Alternate Education
 - Education Assistant – Special Education
 - Supervision Assistant
- The accepted certificate is Emergency First Aid Level C. For regular staff the district provides in-service and the cost of the training.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure



Procedures for School Sites:

1. When first aid assistance is provided by any member of the staff, they may either summon a first aid responder to the student, or bring the student to the school office for first aid treatment from the Administrative Assistant A.
2. When a first aid responder is summoned to a student first aid incident at the location where it occurred, they will decide either to:
 - a. have the site's first aid supply kit brought to them, or
 - b. escort the student to the first aid supply kit and hand over first aid care of the student to the Administrative Assistant A.
3. For administering medications to students refer to [Administrative Procedure 425](#).
4. For student allergic shock procedures refer to [Administrative Procedure 427](#).
5. School administrators are required to have a designated location where a student first aid supply kit will be placed (ex: office, first aid room).
6. Injuries that required first aid attention from staff with safety oriented first aid certificates must have an incident report completed.
 - The School's Protection Program online reporting form must be completed by the first aid certified staff member who provided the student with first aid care.
 - First aid responders may choose to alternatively complete a hard copy report and submit that to the school Administrative Assistant A for online completion. Refer to form 428A Student First Aid Report.

Procedure for Caring for a Student in a Non-emergency Situation:

1. If the student can be moved, they will be brought to the office or first aid room for treatment by the staff providing first aid assistance or the first aid responder.
2. When the school administrator or their designate has an incident requiring a call to the parent/guardian/caregiver, they will be requested to provide transportation to the home or treatment centre.
 - a. If the parent/guardian/caregiver cannot be contacted or provide transportation the student's first aid attendant will determine their first aid requirements for the remainder of the school day.
 - b. If the student cannot remain in class and must remain in the office or first aid room the school administrator will designate staff to supervise the student.

NOTE: The student is not to be allowed to walk home unless the student first aid provider determines that such action is in the student's best interest in consultation with the school administration, and if contacted at the discretion of the parent/guardian.

Related Legislation: Good Samaritan Act, School Act Sections 7, 17, 20, 22, 65, 84, 85, 95.

Related Contract Article:

Adopted: January 31, 2024

Amended: xxxx

Procedures for Moving or Transporting a Student in an Emergency Situation:

1. An emergency situation is defined as any illness or injury that requires ongoing medical care that is a higher level than the student's certified first aid provider is trained for.
2. Back, neck, or head injuries, or any possible fractures or dislocations of bones are automatically considered an emergency situation.
3. If the student cannot be moved their first aid responder is to stay with them and send for assistance from the school administrator or designate.
4. An ambulance may be called to transport the student to hospital, and when possible, in consultation with the student's parent/guardian.
 - Have the student's name, nature of injury, and exact location for the ambulance dispatch.
5. When the ambulance arrives provide them with the student's demographic sheet.