

# ADMINISTRATIVE REGULATIONS

TITLE: ACCIDENT AND ILLNESS; STUDENTS AND STAFF  
CATEGORY: HEALTH AND SAFETY  
NUMBER: 3010

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## I. Rationale:

Student and staff safety is paramount to our work in schools. Prevention of accidents will be our first priority, however, first aid and access to emergency medical services will be provided when required.

## II. Procedures:

A. In case of an accident to, or illness of, a student or staff member, the principal or site supervisor shall:

1. Treat as an emergency any loss of consciousness or breathing difficulty.
2. Judge what first aid measures if any are to be taken;
3. Immediately notify the parent or guardian in the case of a student and, if necessary, arrange for pick-up of the student by the parent. Call for an ambulance or arrange for transportation to medical services by school staff when circumstances require.

B. When school personnel request an ambulance on behalf of a student, the service shall be advised that all costs for the ambulance will be borne by the district. If an ambulance is requested by the parent, the costs for the ambulance shall be borne by the parent.

C. The principal or designate shall not permit a student to be sent or taken home until the parent or guardian has been notified of the circumstances, and shall appoint an adult to accompany a child until a parent or guardian can assume care.

D. An accident report on the prescribed form shall be filed with the Human Resources Department within 24 hours.

E. Principals shall notify staff of these procedures and shall designate a line of authority from the principal to the other persons who shall assume authority as circumstances require.

F. Principals and managers will advise employees that, because of confidentiality issues, they should refrain from public conversations about any accidents or illnesses occurring on school district premises or at school functions off of the premises.

G. Vancouver Coast Health requires that schools communicate any *unusual* clusters of illness such as a diarrhea outbreak, “rash-like- illnesses”, or anything else that may be of concern. Schools are not required to inform Vancouver Coastal Health when absenteeism is generally higher than normal (i.e. in excess of 10%). The school will advise the Superintendent when making a report to Vancouver Coastal Health.

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H. First Aid:

1. A first aid attendant for staff will be identified at each site with their name placed on the Health and Safety board visible for all staff.
2. Principals, Vice Principals and Managers will maintain list of whom is up to date on their first aid training qualifications.
3. First Aid Kits will be located in a central, well-marked and accessible area at each site in the District. The principal shall ensure that he First Aid Attendant understands their responsibility for reviewing the contents of their first aid kit and keeping it stocked with up to date supplies.
4. A stretcher shall be available in each school in marked, accessible location.
5. Site supervisors will inform staff of the location of first aid kits and the name of the first aid staff member on site.

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**References:**