

## AP 3203: Care and Handling of Sick or Injured Students at School

All district employees are expected to focus on prevention of accidents and protect students from foreseeable risks of injury or harm. Employees must exercise care in response to student illness or injury. Wherever possible, employees with first aid training are to examine an ill or injured student to determine the nature and extent of the illness or injury before proceeding further. Where such an employee is not immediately available, staff members are expected to act as a judicious parent, and act in the best interest of the ill or injured student.

### Procedures

1. Where a student's illness or injury appears to warrant further action, the principal or designate will phone the parents/guardians of the ill or injured student. The parents are to direct employees regarding what action the parents deem appropriate.
2. Where parents are not available and the illness or injury appears to warrant further action, it is the responsibility of the principal or designate to assess the degree of illness or injury and if necessary, seek appropriate medical assistance. This may include:
  - 2.1 treating the student at the school or other location with basic first aid;
  - 2.2 transferring a student to a hospital or emergency care by ambulance; or through the care of a parent or guardian;
  - 2.3 having a parent/guardian pick the student up from school; or
  - 2.4 providing a place in the school where the student can rest in privacy until such time as a parent/guardian can pick the student up.
3. Before treating minor injuries in school, school employees are to ensure that care is provided according to the student's medical plan.
4. If a parent/guardian cannot be reached and an ambulance is not available, and it is determined by the principal or designated that the student needs emergency care, the principal or their designate may transport the student to the hospital or emergency center.
5. In all cases the parent or guardian of the student is to be informed if the student is to receive medical assistance or if the student is to be transported to the hospital or emergency center.
6. The preferred method to transport students to the hospital or an emergency center is by having the parents provide transportation. However, an ambulance may be called if parents cannot be reached, and an ambulance must be called if it is essential to act immediately.
7. The cost of the ambulance will be borne by the parent/guardian.

Related Policy: Nil

Related Legislation: School Act SS7, 8, 17, 20, 22, 65, 84, 85, 95, [Good Samaritan Act](#), [RSBC 1996](#), [Regulation 265/89](#)

Created: August 22, 2018

Revised: December 8, 2022, January 11, 2023

8. In no case may a student under the age of 10 years old be sent home if there is no one at home to receive the student. A student who is 10 years of age or older may be sent home if the parent/guardian gives direction to the principal or designate to send the child home.
9. It is the responsibility of the supervising teacher on an extra-curricular or curricular trip to ensure that these regulations are followed if a student becomes ill or injured.
10. In the case of all injuries, principals will complete an online incident report to the School Protection Program. In the case of a serious incident involving injury, principals will also notify the secretary-treasurer.