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|  |                          | <b>Commission scolaire English-Montréal</b><br><b>English Montreal School Board</b> |
| <b>POLICY:</b>  | <b>FIRST AID</b>         | <b>CODE: SS-1</b>   |
| <b>Origin:</b>  | Student Services         |   |
| <b>Authority:</b>   | Resolution #85-03-27-8.5 |   |
| <b>Reference(s):</b>  |                          |   |

## POLICY STATEMENT

1. The Board shall be responsible for the physical well-being of the student who has had an accident or who suddenly becomes ill while at the school or during activities organized by the school. This responsibility shall be limited and temporary, being restricted to that time in which the student is under the supervision of the Board. It must therefore follow that, in the case of an accident or serious illness, any adult who is in charge of a student shall ensure that any emergency care needed is provided.
2. All personnel shall be encouraged to take first aid courses in order to enable these persons to cope as well as possible with this type of situation on an immediate basis.
3. The Board shall legally protect all its employees and any adult working with the school who, under obligation in the exercise of their duties, must administer first aid and/or ensure the transportation of a sick or hurt student. (See Appendices A and B.)
4. The Student Services Department shall periodically inform the school administration, the parents and the students of (a) the limits of responsibility in the event of an accident or illness suffered by a student and (b) the procedure to follow in the event of an accident or illness.
5. According to the agreement with the Local Centre for Community Services (CLSC), each school shall furnish all necessary materials to organize and administer first aid.

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| <b>PROCEDURE:</b>   | <b>FIRST AID</b> | <b>CODE: SS-1.P</b>   |
| <b>Origin:</b>  | Student Services |   |
| <b>Reference(s):</b>  |                  |   |

## PURPOSE

To provide the procedures relating to first aid on occasions when a student has an accident or suddenly becomes ill while at school or during activities organized by the school.

## OBJECTIVES

1. To promote the recovery of the student.
2. To prevent the condition of the student from worsening while awaiting medical care or transportation to the health centre if it is necessary.
3. To clarify the role and responsibilities of all persons involved within the school community.

## DEFINITIONS

1. **First Aid**  
Immediate attention given to the student in order to remedy problems of a physical nature whether they are caused accidentally or not.
2. **Emergency Care**  
Immediate attention given in order to remedy serious problems of a physical nature, whether they result from an accident or not, and which also require medical attention.
3. **First Aid Kit**  
Those materials required to ensure first aid to the sick or injured student, which are provided by the school.

**4. Parents**

Whenever parents or guardians are mentioned, foster parents and other adult persons responsible for a child are accepted as the equivalent.

**RESPONSIBILITY AT THE SCHOOL LEVEL**

1. Each school principal shall, within the limits of his/her human and material resources, see to the setting up of a location which could adequately accommodate the students in order to allow them to recuperate from momentary illnesses or to await transportation to their homes, to a medical clinic or to a health centre (hospital).
2. Each school principal shall ensure that there are sufficient first aid kits to satisfy the normal needs.
3. Each school principal shall ensure that the names and telephone numbers of the parents of all students are available and readily accessible in case of an emergency.
4. The school principal shall annually inform the parents and the students of the first aid policy in force within the Board. The information given shall specify the extent of the Board's responsibility in the event of an accident or of an illness suffered by a student.
5. The school principal, or a responsible adult in the absence of the former, shall advise as quickly as possible the family or any other designated person of any accident suffered by a student.
6. The school administration shall keep a record of reports on accidents and illnesses suffered by students and a report on the time and nature of the first aid administered at the school.
7. In the case of an elementary pupil, every effort shall be made by the school authorities to have an adult accompany the child to a clinic or to a hospital.
8. When the illness or the accident necessitates that the student be taken home or to a health centre, the school administration shall see to the transportation of the student when the parents or those persons authorized by the parents are unable to do so. In these circumstances, Health Emergencies at 911 shall be requested to transport the student.

**RESPONSIBILITY OF THE PARENTS**

1. Parents or guardians shall be required to furnish the school administration with relevant information relating to their child (any handicap, allergy, etc.).

2. Parents or guardians shall furnish the school with the name and telephone number of a person who can be reached in case of an emergency and also the medicare card number of the student.
3. When a student is hurt or sick, parents shall, in all circumstances, do whatever is necessary to take over the care of the child as soon as possible.
4. If the parents cannot come to get their child, they shall authorize the school or the health centre to send the child home.
5. Parents shall assume all costs for their child's transportation by ambulance or taxi from the school to the health centre, to the clinic or to the home.

### **PROCEDURE FOR TRANSPORTING AN INJURED OR SICK STUDENT**

1. As soon as the accident or sickness occurs, the person in authority or in attendance shall administer first aid to the student.
2. The school administration or the person in authority shall call the parents or the designated person to inform them of the situation that has developed, and to ask them to come and pick up the student, if possible, in order to take the student to the health centre, clinic or home.
3. Should the student need to be taken to the health centre immediately, and the parents are not able to come and get their child, the school shall call a taxi or an ambulance at 911. The transportation cost shall be at the parents' expense.
4. In this instance, the school administration shall then get in touch with the parents, or the designated person, to inform them of the steps that have been taken, and to urge them to go to the health centre or clinic as soon as possible.
5. Where applicable, the person who accompanies the injured student should have the student's name, address, telephone number and the medicare card number in order to answer the questionnaire at the emergency admission office.
6. Where applicable, the person accompanying the student may leave the health centre as soon as the student is in the care of the emergency staff and the parents or guardians have been contacted in order to make the necessary arrangements for assuming the supervision of their child.
7. The responsibility for getting the student back home after treatment lies with the health centre and the parents or guardians.