

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Medical/Emergency Treatment of Students

Procedure Type:	School Operations	Implementation Date:	NOV 10, 2010
Procedure Number:	4.30	Last Revised:	FEB 14, 2024
AP Owner:	Superintendent of Learning	Last Reviewed:	NOV 12, 2025
Legal Reference(s):	<i>The Education Act, 1995, s. 190</i> <i>The Occupational Health and Safety Regulations, 2020</i>		

Background

Living Sky School Division (LSKYSD) is committed to the provision of safe learning and working environments.

Scope

This procedure applies to all schools in Living Sky School Division. The implementation and monitoring of safety practices are the responsibility of all adults.

Procedures

1. The principal shall see that a first aid station is available in a readily accessible place. A supply of first aid materials must be made available to the school and stored in a location known to all staff members.
2. When a student requires medical attention or is ill, the parents shall be informed and requested to take their child for necessary medical attention.
3. No sick or injured student shall be sent home alone unless prior permission is received from the parent.
4. If a student must be taken to the hospital for treatment of illness or injury, the principal or designate, or in the case of an emergency the attending staff member, will see to the following:
 - a. Attempts are made to notify the parent or guardian.
 - b. If attempts to contact the parent or guardian are unsuccessful, the hospital is to be advised accordingly.
 - c. In the absence a parent or guardian, hospital staff shall determine consent and course of treatment.
Please note that hospitalization numbers are no longer collected or required for medical treatment.
5. The principal or designate, or attending staff member shall call an ambulance, if required. The expense of the ambulance is the responsibility of the parent or guardian. If, however, the expense is unrecoverable, it will be paid by the school Division.
6. When a student is injured while attending school or during a school sponsored activity, the principal shall record all details of the accident, including the actions taken, on the prescribed accident form.

Related

4.13 Student Safety and Supervision

4.28 Administration of Medications and Medical Treatment of Students

4.33 Student Excursions

5.36 First Aid