

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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*Section*                   SCHOOLS AND STUDENTS

*Policy Name*           ADMINISTRATION OF FIRST AID 530

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*Board Approved: December 4, 2007*

*Review Prior To: December 2012*

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**POLICY**

To ensure that any person on Campus, or on a school field trip, who is in need of Emergency First Aid Treatment will receive such treatment promptly and efficiently from a Certified and qualified person.

To ensure that schools operated by Superior-Greenstone District School Board supply and maintain First Aid Kits/Stations and has workers who are qualified and trained in First Aid procedures in the school at all times, as required under the Workplace Safety and Insurance Board (WSIB) Regulation 1101 First Aid Regulations.

In this policy “First Aid” means treatment provided by a trained staff member in response to an incident.

**PROCEDURE**

- 1.1 For illnesses or accidents during school or work hours, the Principal or designate will ensure that first aid is administered as may be required.
- 1.2 If a student is involved, the parents or guardians of the student will be notified as soon as possible. If a staff person is involved, the next of kin, if known, or other family member will be informed.
- 1.3 All staff accidents will be reported immediately to the School Principal or designate.
- 1.4 Schools will comply with WSIB Regulation 1101 with respect to First Aid Kits/Stations requirements.

References

Policy 524 – Anaphylaxis  
Anaphylaxis Procedures Handbook  
Companion to Anaphylaxis Procedures Handbook  
School Emergency Procedures Plan  
Medical Preparedness and First Aid Procedural Guideline  
School Field Trips – Medical Preparedness and First Aid Procedural Guideline  
Policy and Management Guideline 505 – Field Trips and Excursions