

## **FACILITIES**

## **Policy 703.2 (previously Policy 903.2)**

### **First Aid and Accident Reports**

Schools are responsible for giving first aid or emergency treatment in case of sudden illness or injury to a student or a member of staff. The responsibility of the school extends only to such immediate treatment; the aim is to get the injured or ill person into the care of qualified medical personnel and/or the parents as quickly and safely as possible.

Staff members should be careful not to exceed their competence when providing medical assistance to an injured or ill person, except in an extreme emergency. As soon as the school staff has assessed the situation and taken emergency action, steps should be taken to contact the person's family and family doctor. The school staff's responsibility is limited to helping to transfer the person to his/her home or to hospital if necessary, and helping to contact the family. Admittance forms and consent-for-treatment forms should not be signed by members of the school staff.

In order to protect the well-being of students, the Board shall cause to be distributed to each teacher and principal and guide outlining procedures to be followed in cases of accidents involving students.

#### **Accident Reports**

The making of prompt, complete, and accurate accident reports is essential not only for purposes of insurance coverage, but also for the prevention of similar mishaps in the future. Any employee who witnesses an accident has a responsibility to make a full report, whether or not any immediately obvious injury or damage is involved. Such reports must contain the basic information required by the district's insurance company, as well as personal observations or circumstances that may be helpful in analyzing the accident and preventing it from happening again. Accident reports should be made as soon as possible, and in no case later than 24 hours after the event.

#### **Physical Education and Athletic Activities**

The Board of Education (Richmond) encourages staff members involved with the coaching of students for athletic competition and the teachers of Physical Education to hold a valid first aid certificate or equivalent.

To this end the Richmond School District, as a component part of professional development, shall conduct each year a "Sports Medicine Clinic" for coaches and physical education teachers as required.

#### **Legal References**

"[Good Samaritan Act](#)" of British Columbia

*Note: The "Good Samaritan Act" states that a person who renders emergency medical services to aid an ill, injured, or unconscious person at the immediate scene of an accident or emergency, is not liable for damages caused by his/her actions unless he/she is grossly negligent or renders aid "with a view to gain".*