



**ADMINISTRATIVE POLICY No. 410**

IMPLEMENTATION FALL 2006  
UNLESS OTHERWISE DIRECTED

SAFETY

Prairie Spirit School Division is committed to ensuring safe learning and working environments throughout the school division. The Board authorizes the Director of Education to prescribe practices and procedures to ensure acceptable standards of comfort, safety, health and sanitation.

**PROCEDURES**

**1. General**

- a. The principal is to maintain adequate conditions of safety and sanitation in the school and on school grounds.
- b. The principal is to comply with established local, provincial or divisional administrative procedures to ensure that general and emerging repair work meets acceptable safety and sanitary standards.
- c. The principal is to arrange for the establishment and maintenance of an Occupational Health Committee in the school in accordance with *The Occupational Health and Safety Act, 1993*.

**2. Fire Drill and Evacuation Plan**

- a. The principal is to develop a detailed fire drill and evacuation plan for the school, and ensure that all students and staff members are fully informed of their duties and responsibilities. The appropriate number and timing of fire drills and evacuation exercises are to be conducted as required by provincial fire authorities.

### **3. Bus Loading**

- a. The principal is to establish procedures and arrange for supervision of bus loading and unloading at the school.

### **4. First Aid**

- a. The principal is to ensure that a supply of first aid materials is available in the school and stored in a location known to all members of the staff.
- b. The principal is to ensure that at least one member of the staff has current up-to-date certification and training in first aid and Cardio Pulmonary Resuscitation.
- c. The principal is to ensure that WHMIS (Workplace Hazardous Materials Information System) manuals are current and staff member in-service and materials meet the requirements of *The Occupational Health and Safety Act, 1993* and *Regulations of the Act, 1996*.

### **5. Emergencies**

- a. In any school emergency the principal is to take whatever immediate action appears to be reasonable and necessary to ensure the safety of students, employees or visitors to the school.
- b. The principal is responsible for developing a contingency plan for emergencies consistent with the *Policy – 805 Closure – Severe Weather and Student Transportation*.

### **6. Hospital Emergency Treatment**

- a. When a student is taken to hospital for treatment of illness or injury, the following conditions are to apply:
  - i. Attempts are made to notify the parent or guardian.
  - ii. If the parent or guardian cannot be contacted, the hospital is to be advised accordingly.
  - iii. In the absence of the parent or guardian, hospital procedures for consent and treatment are to be followed.

- b. If an ambulance is required, it is to be called. The expense is the responsibility of the parent; however, if the expense is not recoverable, it will be paid by the Board.

## **7. Protective Equipment**

- a. Teachers are to require students to wear safety and protective equipment as recommended for use in their instructional program and other school-approved activities.
- b. Specific guidelines for sporting and physical activities equipment are to be adhered to as outlined in the school division's *Sport and Activity Handbook*.

## **8. Physical Activities**

- a. Procedures for physical activities safety are to be stated in the school division's *Sport and Activity Handbook*.
- b. It is the responsibility of the Director of Education, or designate to ensure that the *Handbook* is kept current and includes direction specific to the following:
  - i. Standard of care
  - ii. Facilities
  - iii. Equipment
  - iv. Instruction
  - v. Supervision
  - vi. Clothing and footwear and,
  - vii. Approved activities.

## **9. Motorized Vehicular Traffic**

- a. Motorized vehicular traffic is prohibited on school property with the exception of:
  - i. Designated parking areas and,
  - ii. Service, maintenance and repair vehicles requiring access to specific areas.

## **10. Unusual Threats**

- a. Principals are responsible for developing procedures to appropriately deal with emergencies or threats.
- b. When an unusual threat to student or staff safety is received, the principal is to assess the situation, take appropriate action and notify the Director as soon as practicable.
- c. Among appropriate and expeditious responses that may be taken by the principal the following, but not exclusive listing of actions may occur:
  - i. Notify the police immediately and follow all directions given by the police
  - ii. Carry on with regular activities unless advised to the contrary by police
  - iii. Clear the school premises
  - iv. Avoid any area of the school, which may threaten the safety of individuals and,
  - v. Lock down the school.

## **11. Dangerous and Communicable Diseases**

- a. Any student or staff member whose health or medical condition may pose a significant health risk to others may be required to contact a physician.
- b. The physician is to be requested to provide a medical certificate stating whether the condition of the individual poses any significant threat to the health and welfare of others.

## **12. Tragic Events**

- a. The Director of Education or designate is to ensure that the *Emergency Response Guide* is kept current and updated annually.
- b. The principal is to select staff members for a Tragic Events Response Team for the school at the initial meeting of the school year. That team can expect to be supported by the personnel resources of the school division, if events demand more than a school based intervention.

- c. The principal is to inform staff members and School Community Council members of the purpose and function of the Tragic Events Response Team.