

	Administrative Procedure	
	Subject	Student and Staff Safety
	AP Code	160

Background

The School is committed to ensuring safe learning and working environments throughout the school to ensure acceptable standards of comfort, safety, health, and sanitation.

Procedures

1. General

- 1.1. The principal is to maintain adequate conditions of safety and sanitation in the school and on school grounds.
- 1.2. The principal is to comply with established local or provincial policies and procedures to ensure that general and emerging repair work meets acceptable safety and sanitary standards.
- 1.3. In a school where there are more than 10 employees, the principal is to arrange for the establishment and maintenance of an Occupational Health Committee in the school in accordance with The Saskatchewan Employment Act.
- 1.4. 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.

2. Weather

- 2.1. The principal is responsible for developing a contingency plan for emergencies consistent with AP 553, Closure – Severe Weather and Student Transportation.

3. Hospital Emergency Treatment

- 3.1. When a student is taken to the hospital for treatment of illness or injury, the following conditions are to apply:
 - 3.1.1. Attempts are made to notify the parent or guardian.
 - 3.1.2. If the parent or guardian cannot be contacted, the hospital is to be advised accordingly.
 - 3.1.3. In the absence of the parent or guardian, hospital procedures for consent and treatment are to be followed.
 - 3.1.4. 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.

4. First Aid

- 4.1. 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.
- 4.2. 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 Cardiopulmonary Resuscitation (CPR).
- 4.3. The principal is to ensure that WHMIS (Workplace Hazardous Materials Information System) manuals are current and staff member in-service training and materials meet the requirements of The Saskatchewan Employment Act and regulations of the Act.

5. Bus Loading

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

6. Motorized Vehicular Traffic

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

7. Protective Equipment

- 7.1. Teachers are to require students to wear safety and protective equipment as recommended for use in their instructional program and other school-approved activities.
- 7.2. Specific guidelines for sporting and physical activity equipment are to be adhered to as outlined in the school's Physical Activity Safety Guidelines.

References

The Education Act (1995) - Sections 85, 87, 150, 151, 175, 231
The Criminal Code of Canada – Section 264.1
The National Fire Code – Section 2.8

Date Adopted

October 31, 2023

Revised
