

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>FIRST AID AND EMERGENCY MEDICAL CARE</b>	<b>JLCE-1</b>

### I. POLICY

The Louis Riel School Division (Division) recognizes that all schools have a duty of responsibility for the safety and welfare of students during school hours and after school hours during any school sponsored activities on or off school premises. The Division commits to review basic first aid practices so that staff can deal with minor first aid situations and respond to emergencies. Where emergency procedures are required in life-threatening situations—including but not limited to acute allergic reactions (for anaphylaxis, see [Policy JLCE-2](#)), asthmatic attacks and low blood sugar emergencies—the Division mandates the **GUIDELINES** and **PROCEDURES** below.

### II. GUIDELINES

- A. The Division strives to provide inclusive learning environments where every individual feels accepted, valued, and safe ([Standards for Appropriate Educational Programming in Manitoba](#), Manitoba Education & Early Childhood Learning, 2022). To that end and in compliance with its statutory duty under Section 41(1)(a) of The Public Schools Act, the Division shall provide adequate school accommodation for the resident persons who have the right to attend school.
- B. Where student-specific planning is required due to medical needs, School Principals will plan collaboratively with parents/guardians and the Winnipeg Regional Health Authority.
- C. Recordkeeping, information sharing, and related administrative procedures shall comply with [The Personal Health Information Act](#), [The Freedom of Information and Protection of Privacy Act](#), [The Protecting and Supporting Children \(Information Sharing\) Act](#), [Manitoba Pupil File Guidelines](#), and [Policy JRA – Pupil Files/Student Records](#).

### III. PROCEDURES

- A. The Superintendent of Schools (or designate) will develop, implement and regularly review the [Administration of Urgently Required Medication/Treatment Administrative Protocol](#) in accordance with current guidance from the Province of Manitoba's [Unified Referral and Intake System](#) (URIS).

<b>Adopted:</b>	June 17, 2003	<b>Legal References:</b> <a href="#">The Public Schools Act</a> , Section 41(1)(a) <a href="#">The Personal Health Information Act</a> (Manitoba) and other legislation cited
<b>Revised:</b>	Feb. 5, 2019; Sept. 3, 2024	



- B. To ensure the safety and protection of students, staff, and parents/guardians, all trained school division personnel who are assigned to administer first aid or emergency medical care to students within the Division must follow all procedures outlined in the [Administration of Urgently Required Medication/Treatment Administrative Protocol](#).
- C. In order for medication to be administered in school, the parent/guardian must comply with the conditions outlined in the [Administration of Urgently Required Medication/Treatment Administrative Protocol](#). If these conditions are not met by parents/guardians, the school division may not be in the position to help the student in the event of medical needs/emergencies. Should such a situation arise, the School Principal shall document the circumstances via a letter to parents/guardians with copy placed in the student cumulative file.
- D. Medication that may be required urgently shall always be carried on the person of the student requiring the medication or the staff responsible for administering the medication and shall not be stored in a locked location. Where a question arises regarding the urgency of medication or the capability of a student, a registered nurse, as provided by URIS, in consultation with parent/guardian, physician, and school personnel shall develop an appropriate plan.

<b>Adopted:</b>	June 17, 2003	<b>Legal References:</b> <a href="#">The Public Schools Act</a> , Section 41(1)(a) <a href="#">The Personal Health Information Act</a> (Manitoba) and other legislation cited
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