

## Administrative Procedure 153

---

# STUDENT AND STAFF SAFETY

## Background

Saskatchewan Rivers Public School Division is committed to ensuring safe learning and working environments throughout the school division 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, provincial or divisional administrative procedures to ensure that general and emerging repair work meets acceptable safety and sanitary standards.
  - 1.3 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](#).
2. Emergency Plan-Violence Threat Risk Assessment (VTRA)
  - 2.1 The superintendent in charge of safety shall ensure that the School Division Emergency Plan/ VTRA protocol is current and is followed.
  - 2.2 The principal is to be familiar with and have a working knowledge of the school division's Emergency Plan: [SRPSD Emergency Plan](#).
  - 2.3 In consultation with their superintendent, the principal shall ensure that the VTRA is followed when any student displays worrisome or threatening behavior.
  - 2.4 At the beginning of the school year, principals shall establish a School Emergency Response Team (SERT) and review the VTRA protocol with them.
  - 2.5 The principal shall inform staff members, students, parents, and SCC members of the school division's VTRA protocol using the Letter of Fair Notice which is on the School Division website: [SRPSD VTRA Protocol](#)
3. Emergency Plan-Crisis Response
  - 3.1 The Superintendent of Schools in charge of safety shall ensure that the School Division Emergency Response Plan is current and followed.
  - 3.2 The principal shall be familiar with and have a working knowledge of the [SRPSD Emergency Plan](#).
  - 3.3 The principal shall ensure that the School Division Emergency Response Quick Reference Guide is easily accessible [Emergency Reference Guide](#).
  - 3.4 At the beginning of the school year, principals shall review crisis response procedures with the established SERT.
  - 3.5 The principal is to inform staff members and SCC members of the school's Emergency Response procedures.
4. Emergency Plan-Tragic Events
  - 4.1 The Superintendent of Schools in charge of safety shall ensure that the Emergency Response Plan is kept current and up to date.
  - 4.2 At the beginning of the school year, principals shall review traumatic incidents and loss guidelines with the established SERT.

4.3 The principal is to inform staff members, parents, and SSC members of the purpose and function of the SERT.

## 5. Emergency Plan Lockdowns

1.1 The appropriate number of lockdown exercises are to match the number of fire drills in accordance with Administrative Procedure 161.

## 6. Physical Activities

6.1 Procedures for physical activities safety are stated in [Saskatchewan Physical Education Safety Guidelines](#).

6.2 It is the responsibility of the superintendent responsible for athletics to ensure that the guidelines are kept current and includes direction specific to the following:

- 6.2.1 Standard of care
- 6.2.2 Facilities
- 6.2.3 Equipment
- 6.2.4 Instruction
- 6.2.5 Supervision
- 6.2.6 Clothing and footwear and,
- 6.2.7 Approved activities.

### 6.3 Concussion protocol

High school coaches are currently required to follow the Saskatchewan High School Athletics Association Concussion Protocol. The risk of concussion extends beyond high school sports into physical education classes, playground activities, and elementary school sports. Therefore the following concussion protocol shall be in place in all schools:

6.3.1 Every physical education teacher, every school administrator, and at least one coach per team must complete the free concussion management course located at:

[Concussion/Heads Up Training](#).

6.3.2 School principals will maintain a record of those staff members who have completed the concussion management course.

6.3.3 An athlete suspected of suffering a concussion must be removed from play immediately and not return to activity until they have followed the six steps of recovery and are symptom free.

6.3.4 Students participating in all school sports and their parents/guardians shall be made aware of the symptoms of concussion through the Concussion [Recognition/Fact Document](#). The document shall be distributed at the beginning of each season as part of the regular communication process to students and parents.

6.3.5 Students diagnosed with a concussion must progress through the Six Steps of returning to sports outlined below.

6.3.5.1 No activity - mental and physical rest until symptom-free

6.3.5.2 Light aerobic activity like walking or stationary cycling

6.3.5.3 Sport-specific activity like running or skating.

6.3.5.4 Training drills without body contact

6.3.5.5 Training drills with body contact — only once cleared by a physician

6.3.5.6 Game play

**Note: Each step must take a minimum of one day.**

If an athlete has any symptoms of a concussion (e.g. headache, feeling sick to his/her stomach) that come back either with activity, or later that day, he/she should stop the activity immediately and rest until symptoms resolve, for a minimum of 24 hours. The athlete should be seen by a doctor and cleared before starting the six step protocol again. This protocol must be individualized to the athletes, their injuries, and their respective sports.

## 7. Emergencies

7.1 In any school emergency, the principal shall follow the School Division Emergency Response Plan and take whatever immediate action appears to be reasonable and necessary to ensure the safety of students, employees or visitors to the school.

## 8. Hospital Emergency Treatment

8.1 When a student is taken to hospital for treatment of illness or injury or aggressive behavior, the following conditions are to apply:

8.1.1 Attempts are made to notify the parent or guardian.

8.1.2 If the parent or guardian cannot be contacted, the hospital is to be advised accordingly.

8.1.3 In the absence of the parent or guardian, hospital procedures for consent and treatment are to be followed.

8.1.4 The Emergency Response Plan has a sample letter (LINK) to parents and protocol to follow when aggressive behavior is exhibited.

8.2 If an ambulance is required, it is to be called and the expense is the responsibility of the Division.

## 9. First Aid

9.1 The principal shall 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.

9.2 The principal shall ensure that *at least* one member of the staff has current certification and training in first aid and Cardio Pulmonary Resuscitation and AED deployment.

9.3 The principal shall 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](#) and [Regulations of the Act, 1996](#).

## 10. Bus Loading

10.1 The principal shall establish procedures and arrange for supervision of bus loading and unloading at the school.

10.2 If alterations to existing bus or parking signage is required at any time, the principal shall contact the Superintendent of Facilities.

## 11. Motorized Vehicular Traffic

11.1 Motorized vehicular traffic is prohibited on school property with the exception of:

11.1.1 Designated parking areas and,

11.1.2 Service, maintenance and repair vehicles requiring access to specific areas.

## 12. Protective Equipment

12.1 Teachers shall require students to wear safety and protective equipment as recommended for use in their instructional program and other school-approved activities.

12.2 Specific guidelines for sporting and physical activities equipment shall be adhered to as outlined in the school division's [SRPSD physical activity guidelines](#).

Reference: Section 85, 87, 109, 150, 151, 175, 231, *The Education Act, 1995*

Section 264.1 Criminal Code of Canada

Section 2.8 of the National Fire Code

Revised: December 15, 2014