



Approved: July 31, 2002  
Amended: June 27, 2012  
Amended: January 21, 2016  
Amended: October 11, 2016

## **502.1.1 Student Safety**

1. It shall be the responsibility of the principal, the Manager of Operations and Maintenance, and the Coordinator of Caretaking to put into practice procedures that address the safety of all students.
2. Any unsafe equipment and/or facilities and/or practices must be promptly reported through the Public School Works hazard reporting system.
3. The principal shall be responsible for ensuring that:
  - 3.1. elementary students are not involved in door-to-door canvassing;
  - 3.2. school equipment is kept in good working order;
  - 3.3. staff are familiar with procedures to be used in the event of an accident, crisis or disaster;
  - 3.4. procedures exist for the emergency evacuation of the school;
  - 3.5. student accidents, evacuation drills, lockdowns and emergency situations are recorded and reported as required; and
  - 3.6. with the exception of scheduled dismissal times, elementary school level students shall not be dismissed from school unless their parent/guardian has been notified.
4. For all areas of the school in which students may be working with hazards present (especially including shops and lab facilities), the principal, shall ensure that:
  - 4.1. a documented safety program is included in the instruction received by the students;
  - 4.2. appropriate supervision and instruction of students in the proper use of equipment and/or chemicals is provided, specific to each area of the facility concerned;
  - 4.3. teachers mainly assigned to such areas understand their responsibilities in maintaining equipment and supplies in a safe working order, and in reporting unsafe conditions to the principal immediately.
5. The teacher shall maintain close supervision of all students engaged in activities that have elements of risk to ensure that safe operating practices are adhered to. The document "Safety Guidelines for Physical Activity in Alberta Schools" shall be used as a primary reference for physical activities.
6. Each school or district facility shall maintain a sufficient number of fully stocked first aid kits to meet the needs of its students and staff. First aid kits shall be taken on



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field trips, community based activities, and off campus student activities that involve physical activity.

- 6.1. Each site shall have a minimum of one Number 3 First Aid Kit to be stored in the designated area for First Aid Services.
  - 6.2. Each school site shall have a minimum of one Number 1 First Aid Kit for each 100 students. These First Aid kits shall be made available in throughout the school building and available for field trips.
7. Each school or facility shall maintain a minimum of one person trained in Standard First aid for every 10 staff members.
  8. At the beginning of each school year principals will review the Crisis Response Manual protocols with all staff.

### References

- Safety Guidelines for Physical Activity in Alberta Schools
- Occupational Health and Safety Act of 2013, Schedule 2