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## ADMINISTRATIVE PROCEDURE 312

### STUDENT SAFETY IN PHYSICAL ACTIVITIES

#### Background

The Division is committed to providing a safe and healthy study and work environment for its students. Further, the Division is committed to the provision of safe instruction, safe facilities and safe equipment for all physical activities.

#### Procedures

1. The Principal must ensure that policies and procedures are in place for the safe conduct of physical activities in the school.
  - 1.1 The Principal shall ensure that school policies regarding the safe conduct of physical activities in the school are developed. Such school policies shall use the book *Safety Guidelines for Physical Activities in Alberta Schools* as the minimum standard, and at least shall include:
    - 1.1.1 The identification of accepted activities in the school and the requirement to meet or exceed the safety standards;
    - 1.1.2 The prohibition of activities identified in the book *Safety Guidelines for Physical Activities in Alberta Schools* as “not recommended”;
    - 1.1.3 The identification of facility and equipment checklists;
    - 1.1.4 The identification of responsibility of specified staff to carry out the safety inspections according to a safety inspection schedule;
    - 1.1.5 The establishment of a school Accident Emergency Action Plan. A model for the Accident Emergency Action Plan can be found in appendix C, pages 98 to 100 of *Safety Guidelines for Physical Activities in Alberta Schools*;
    - 1.1.6 The identification of the contents of an emergency protocol card. A model is to be found in *Safety Guidelines for Physical Activities in Alberta Schools* in appendix B, page 97;
    - 1.1.7 The locations of emergency protocol cards (i.e. by the phone, in the infirmary, in the first aid kit); and

- 1.1.8 The emergency procedures to be followed in the case of accident including on site care of the injured student and the appropriate means of transportation.
  - 1.2 The Principal shall ensure that copies of the publication Safety Guidelines for Physical Activity in Alberta Schools, LRDC #405672, are available in the school.
  - 1.3 The Principal shall ensure that the safety standards outlined in the publication, Safety Guidelines for Physical Activity in Alberta Schools are met or exceeded. In the event that the school cannot meet or exceed the safety standards for any physical activity identified in the publication or other Division policies or procedures, the activity shall be cancelled.
  - 1.4 The Principal shall ensure that inservice opportunities for safety in physical activities are provided for staff. Staff shall be informed of the location where copies of the publications, Safety Guidelines for Physical Activity in Alberta Schools and CAHPER – Safety Oriented Guidelines for Outdoor Education Leadership and Programming are available in the school. Staff shall be provided with the opportunity to study the two publications.
  - 1.5 The Principal shall ensure that any activities identified as “not recommended” in the publication, Safety Guidelines for Physical Activity in Alberta Schools are prohibited in the school.
2. Those instructing or supervising physical activities must possess the knowledge and expertise required to ensure the safe conduct of any physical activity as well as the safety of the facilities and equipment used for the physical activity.
  - 2.1 The teacher shall ensure that any physical activity fulfills a general and specific outcome of the Physical Education portion of the Program of Studies for the Province of Alberta.
  - 2.2 The teacher shall have the training and experience to safely conduct the activity.
  - 2.3 The teacher shall ensure that the activity is age appropriate and that the students achieve proficiency in the activity through an appropriate developmental training sequence.
  - 2.4 The teacher shall ensure that the activity is not identified as “not recommended” in the publication, Safety Guidelines for Physical Activity in Alberta Schools. These activities shall be considered as prohibited.
  - 2.5 The teacher shall ensure that the safety standards for the activity as identified in the publication Safety Guidelines for Physical Activity in Alberta Schools can be met or exceeded. If the standards cannot be met or exceeded the activity shall be cancelled.
  - 2.6 The teacher shall ensure that the equipment and facilities:

- 2.6.1 Are inspected for safety before the students participate in the activity. If the equipment or facility is found to present a safety concern the activity shall be cancelled;
    - 2.6.2 Are identified as acceptable in the publication, Safety Guidelines for Physical Activity in Alberta Schools. If equipment is identified as “not acceptable” it is to be considered prohibited;
    - 2.6.3 Are age appropriate for the students.
  - 2.7 The teacher shall ensure that he/she is:
    - 2.7.1 Aware of any health concerns of the students;
    - 2.7.2 Aware of any physical limitations of any student in the class; and
    - 2.7.3 Knowledgeable about the information on the “Student Medical Information Forms.”
  - 2.8 The teacher shall ensure that the correct level of supervision as identified in the publication Safety Guidelines for Physical Activity in Alberta Schools is provided before the students participate in the activity. If correct supervision cannot be provided, the activity shall be cancelled.
3. Those instructing or supervising physical activities must possess the knowledge and expertise required to ensure the utilization of correct procedures in case of an accident.
  - 3.1 In the event of an accident resulting in injury to a student, the teacher or the supervisor shall:
    - 3.1.1 Initiate the actions identified in the school’s Accident Emergency Action Plan;
    - 3.1.2 Initiate the protocol for assessing exposure risk if blood or body fluids are involved;
    - 3.1.3 Inform the Principal;
    - 3.1.4 Have the person identified in the school accident procedures call the parents;
    - 3.1.5 Arrange transportation to the Health Care Facility in accordance with the school’s Accident Emergency Action Plan. In cases of severe injury, only ambulance transport is to be used; and
    - 3.1.6 Fill out the Form 312-1 Student Accident Report Form in detail and give it to the Principal.
4. Students will be instructed on safety considerations identified under the General Outcomes of the Physical Education section of the Program of Studies.

- 4.1 All students shall receive safety training in physical education classes as identified in the safety strand of General Outcome #4 of the Physical Education portion of the Alberta Program of Studies.
- 4.2 All students shall receive safety training in their Health program as identified in Theme 4 of the Health portion of the Alberta Program of Studies

Reference: Section 8, 12, 18, 20, 45, 60, 61, 113 School Act  
Safety Guidelines for Physical Activity in Alberta Schools – LRDC #405672  
Better Safe Than Sorry – Safety Guidelines for Elementary and Secondary  
Physical Education – LRDC #139198  
Safety Oriented Guidelines for Outdoor Education Leadership and Programming

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