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**ADMINISTRATIVE PROCEDURE 553**  
**TRANSPORTATION OF ILL OR INJURED STUDENTS**

**Background**

In keeping with its commitment to provide a safe and healthy study and work environment the Division recognizes that circumstances will arise where an ill or injured student will require transportation to the nearest medical facility. In these circumstances the Division expects staff members to use good judgment in the provision of appropriate transportation for the student.

**Procedures**

1. Where, in the opinion of a staff member, an ill or injured student must be transported to a medical facility, the Principal or other responsible officer may authorize the staff member to have the student transported by the most appropriate means to an appropriate treatment centre.
  - 1.1 Transportation of ill or injured students to a medical facility shall be approved and authorized by the Principal or other responsible officer.
  - 1.2 When a certified ambulance is used, the school administrator or someone authorized by the school administrator will accompany the student whenever possible.
  - 1.3 When an ambulance is used to transport an ill or injured student, the Principal or the responsible officer shall submit a detailed report of the circumstances to the Superintendent.
  - 1.4 If the school is presented with an invoice for ambulance service, the Principal or responsible officer shall forward the invoice to the Education Services Centre.
  - 1.5 The parent of the ill or injured student shall be requested to requisition ambulance services when time and circumstances allow.
2. While the Division does not encourage the transportation of students in private vehicles, it recognizes that emergent situations may arise where the use of a private vehicle is necessary.
  - 2.1 Teachers shall immediately report to the Principal or responsible officer any accident or illness which occurs to a student in their care.
  - 2.2 When a student requires medical treatment, the parents or guardians shall be informed and requested to take their child for necessary medical attention.

- 2.3 When the parents or guardians cannot be contacted or circumstances require immediate medical attention, the Principal shall arrange for transport to the nearest medical facility.
- 2.4 The Principal or other responsible officer shall make provision for and authorize one or more private vehicles, on an ongoing basis, consistent with the authorization procedures outlined in Administrative Procedure 552 – Transportation of Students in Private Vehicles, for the emergency transport of ill or injured students to the nearest medical facility.

Reference: Section 18, 20, 45, 60, 61, 113 School Act

Developed: November 2005  
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