



AP 319 – MEDICAL EMERGENCIES

BACKGROUND

A medical emergency is when a physical injury or ongoing medical condition has severely impacted an individual's health and requires immediate first aid or medical attention. Saskatoon Public Schools recognizes that all students have the right to a safe, healthy, and inclusive school environment, where the daily and emergent health and safety needs of students are met.

To reduce the likelihood of a medical emergency, all staff, students, and parents/caregivers have a role in ensuring the safety of our schools. Saskatoon Public Schools recognizes the authority accorded parents/caregivers of children and therefore directs staff members to refrain from offering consent for medical treatment of students. However, in cases of injury or illness which occur to students on school grounds, in the school, or on a site where a school-sponsored activity is being held, the staff member is to seek immediate treatment.

RESPONSIBILITIES OF SCHOOL ADMINISTRATION

1. The principal will ensure that staff check the student information system for students with self-declared medical conditions.
 - 1.1. Explanation of conditions/life-threatening allergies.
 - 1.2. Location of emergency medication if provided by the student or parents/caregivers, (ex. EpiPen).
 - 1.3. Emergency contacts.
2. The principal or designate will inform all staff members, substitute teachers, and other professionals working with a student or child with significant health concerns or life-threatening allergies.
3. The principal will ensure staff are familiar with the location of the nearest first aid kit, AED, and eye-wash station when applicable.
4. Principals must ensure a minimum of two full-time employees are trained to provide CPR (AED)/First Aid. Names and contacts for these certified staff members must be updated yearly in the school's Emergency Response Plan and shared with all staff members. Opportunities for CPR/First Aid Responder training is provided on an annual basis.
5. The principal will ensure Saskatoon Public Schools AP 318 Administration of Medications is reviewed with staff on an annual basis. This includes handling, administering, storage and disposal of medications.



6. Principals must ensure no staff member signs medical treatment authorizations under any condition.
7. The principal will ensure the online [School Incident Report Form](#) is completed and submitted for all medical emergencies on the Saskatchewan School Boards Association OpticRisk portal.
 - 7.1. The online [School Incident Report Form](#) must be completed by the principal or designate who is an employee of Saskatoon Public Schools.
 - 7.2. Once the form is submitted, emails are automatically sent to the school principal and saved within OpticRisk.
 - 7.3. Completed Incident Report Forms are not to be released by the school to any parties, including parents/guardians or caregivers.
 - 7.4. In situations whereby serious injury occurred or medical costs are anticipated, the principal shall provide parents/guardians/caregivers and eligible staff with school division insurance forms.
8. The principal will work to protect the privacy of the individual involved in the medical emergency.

RESPONSIBILITIES OF SCHOOL STAFF

1. In an emergent situation, approach the site of the medical emergency if safe to do so and provide emergency first aid and/or call 911 for an ambulance.
2. Where 911 emergency services are not available, transportation by private vehicle is warranted. The principal or designate will either provide transportation to the nearest medical facility or, (time permitting) contact the parent/caregiver to provide transportation.
3. Wear personal protective equipment (PPE) while providing first aid when possible. In emergencies, this may not be possible.
4. Remove students not involved in the medical emergency from the area.
5. Notify the principal or designate to immediately contact parent/caregiver or the emergency contact of the student and ask they go to the hospital/clinic to assume responsibility for the student.
6. If a student has had a serious injury that is not immediately life threatening, consultation with a qualified/certified first aid individual or school nurse if available on site is to occur prior to moving the student.



7. In other injury or illness cases that do not require emergency attention, the parent/caregiver of a student is to be contacted and requested to take the student home.
8. All accidents resulting in an injury to a student must be reported to the principal as soon as possible. School staff who witnessed the accident or injury must assist in completing the **Staff, Student, or Volunteer Incident Report**.

RESPONSIBILITIES OF PARENTS/CAREGIVERS

1. Parent/caregivers and students 18 years and over, are responsible for informing the school of a student or child's health needs or significant health concerns.
 - 1.1. At the time of registration.
 - 1.2. At the beginning of each school year.
 - 1.3. When the student changes schools; and
 - 1.4. When health concerns change.
2. Parents/caregivers are responsible for:
 - 2.1. Ensuring all contact information including emergency contacts are kept up to date.
 - 2.2. The timing, dosage, and administration of medication until the student is able to self-administer.
 - 2.3. Providing the student with the medical supports, such as monitors, injectors, and inhalers, as prescribed to by a physician.
 - 2.4. Ensuring the student has the medical supports with them while at school, at off-site activities, on off-campus programs and at other school events and activities, including:
 - 2.4.1. If dietary concerns are present, for diabetes as an example, providing snacks and lunches for the student.
 - 2.4.2. If life-threatening allergies are present, ensuring the dosage of the auto-injector provided to the school is appropriate to the age of the child; and
 - 2.4.3. Checking expiry dates of medication and medical supports and replacing them, as necessary.
 - 2.4.4. Assisting the principal by providing information about the specific health concern.
 - 2.4.5. Working with the school principal to inform the school bus carrier of the student's health needs as required for safe transportation.
 - 2.4.6. Training their child, when age appropriate, in using their own medical supports.



RESPONSIBILITIES OF STUDENTS

1. When developmentally appropriate, students with significant health concerns, including diabetes and life-threatening allergies, must:
 - 1.1. Be able to communicate with and inform the school of their significant health concerns.
 - 1.2. Be aware of the triggers and how to minimize their risk of exposure to them.
 - 1.3. Know how to recognize the symptoms of a significant reaction.
 - 1.4. Promptly inform a teacher or an adult as soon as they sense a reaction, the appearance of symptoms
 - 1.5. Keep medical supports such as injectors, monitors, or inhalers or other medical supports on their person or in a known location at all times.
 - 1.6. Know how to monitor their health, use an injector, monitor, or inhaler, or take the required medication.
 - 1.7. Not share medication.
 - 1.8. Immediately alert staff if they lose or forget their medical support equipment.

Reference: The Education Act, 1995, section 85, 86, 175, 190, 232
Ministry of Education Policy Statement: Supporting Students with Potentially Life-Threatening Medical Conditions in Saskatchewan Schools

Date Last Revised: May, 2026