

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 600 – Students

**ADMINISTRATIVE PROCEDURE: TRANSPORT OF ILL OR INJURED
STUDENTS**

<i>PROCEDURE CODE:</i>	<i>600 AP 002</i>
Policy Reference: 600 – Student Roles and Responsibilities	

OVERVIEW

In keeping with its' commitment to provide safe and healthy learning environments for students, the division recognizes that circumstances may arise where an ill or injured student requires transport to a medical facility. It is the Board's policy to have the student transported by the most appropriate means.

PROCEDURE

1. Where, in the opinion of a staff member, an ill or injured student must be transported to a medical facility, the staff member is authorized to select the most appropriate transport method.
2. In the event of injury or illness that does not create an emergency situation, the student's parent, guardian, or designated emergency contact will be notified and requested to provide transportation.
3. An ambulance is to be summoned immediately in the case of emergency treatment being required, if there is any doubt around the extent of the student's injury, and/or if moving the student might lead to more adverse consequences.
 - a. The school will attempt to contact the parent, legal guardian, or designated emergency contact immediately, or as soon as possible after contacting emergency services.
 - b. Where parents cannot be reached, a staff member will accompany the student whenever possible.
 - c. Anytime an ambulance is summoned the Principal, or designate, will notify the site Superintendent as soon as possible and a student incident/accident report will be submitted.

4. While the division discourages the transport of students in private vehicles, it recognizes that emergent situations may arise where the use of a private vehicle is necessary.
 - a. In the case that a student is transported in a private vehicle, the Principal will notify the site Superintendent as soon as possible, a student incident/report will be submitted and a report detailing the circumstances will be filed with the OHS Office.

Approved: January 18, 2005

Revised: February 5, 2024

