

**BURNABY**  
SCHOOL DISTRICT 41

# POLICY STATEMENT

POLICY NUMBER:

**3.25.00**

*developed by the Board of School Trustees of School District 41 – Burnaby  
in accordance with established procedures for policy development.*

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**POLICY TITLE: EMERGENCY AMBULANCE PROCEDURES**

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**Date Adopted:** 1975-03-11

**CROSS REFERENCE(S)**

**Date(s) Revised:** 2003-02-11

**Statutory :** I.H.S. Reg. 1.62

**Other:**

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**PREAMBLE**

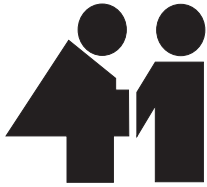
The district recognizes that serious medical emergencies may occur on district property or during official school or school district functions off district property. In such instances, district staff or volunteers acting on behalf of the district must summon emergency transportation by calling the local ambulance service (9-1-1).

**POLICY**

**THE PRINCIPAL OF EACH SCHOOL OR SUPERVISOR OF ANY DISTRICT FACILITY SHALL ESTABLISH APPROPRIATE PROCEDURES TO ENSURE THAT, IN THE EVENT OF ANY SERIOUS MEDICAL EMERGENCY INVOLVING STUDENTS, EMPLOYEES, VOLUNTEERS OR VISITORS, THE AMBULANCE SERVICE IS CONTACTED WITHOUT DELAY .**

**OBJECTIVES**

1. To protect the health and welfare of students, employees, volunteers or visitors during regular work hours or while at official school or district functions.
2. To protect the Board from liability where students, employees, volunteers or visitors become ill or are injured while on district property or during official school or school district functions held off district property.



# ADMINISTRATIVE REGULATIONS & PROCEDURES

REFERENCE POLICY NUMBER:

**3.25.01**

**BURNABY**  
SCHOOL DISTRICT 41

*established and revised by the Superintendent of Schools in Burnaby to ensure district implementation of Burnaby School Board policies and directives.*

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## REFERENCE POLICY TITLE: **EMERGENCY AMBULANCE PROCEDURES**

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### POLICY

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### ADMINISTRATIVE PROCEDURES

Procedures for securing emergency transportation to medical facilities shall include the following:

1. There shall be a designated line of authority from the principal or supervisor to various other persons who will assume authority as circumstances require.
2. Staff shall be made aware of the telephone number for the emergency services in Burnaby (9-1-1).
3. Once emergency services have been contacted, the principal, supervisor or designate shall:
  - a. notify the parent, guardian or designated emergency contact and inform him/her of the situation; and
  - b. notify an Assistant Superintendent or other senior staff person at the District Administration Office.
4. Any related requests for information shall be directed to the District Administration Office. Media queries shall be referred to the district's Manager - Communications & Community Relations.

### Transportation Costs

Any costs for emergency transportation to medical facilities (such as ambulance services) are considered to be the responsibility of the person requiring the service.