

NANAIMO LADYSMITH PUBLIC SCHOOLS

**BUSINESS COMMITTEE
PUBLIC MEETING**

INFORMATION SHEET

DATE: December 7, 2022
TO: Business Committee
FROM: Shawn Johnston, Executive Director of HR
SUBJECT: Administrative Procedure 422 – First Aid

Background

As part of the District's ongoing process of ensuring the currency of our Administrative Procedures, Administrative Procedure 422 – First Aid (the AP) has been updated. This Information Sheet outlines the notable changes.

Discussion

Human Resources and our Health & Safety department have reviewed the AP. This process involved looking at other APs, (AP 414 – Occupational Health and Safety, AP 300 Student Accident or Serious Illness, and AP 329 Medical Rooms) for redundancy; and evaluating the language of the AP against our current practices.

Language has been changed to reflect that the responsibility for maintaining first aid supplies falls to schools, not stores, as is the current practice, and antiquated language has been removed.

Appendix A: Revised Administrative Procedure 422 – First Aid