

**Administrative Procedure 422****AP 422 – First Aid****Purpose**

All accidents that occur on school district property or to school district employees must be recorded in the First Aid Book.

The appropriate member of the Management Committee shall be advised immediately should any teacher/student or other employee be injured and require medical attention.

~~Oil of cloves is approved for use in Senior High Schools only.~~

The list of supplies and instructions for First Aid will be kept with the supplies at all times and it will be the responsibility of each school principal or Department Supervisor to ensure that the correct inventory is maintained.

~~Stores will maintain an inventory of First Aid supplies sufficient to meet the needs of the school district and requirements will be requisitioned for as and when required.~~

Schools will maintain an inventory of First Aid supplies and be responsible for replenishing used stock when required.

~~Present supplies of aspirin, boric acid or other chemicals intended for internal use are to be disposed of and not replaced. Soda bicarbonate may be retained for external use only, i.e., Sunburn.~~

Adopted: October 24, 1979

Amended: January 11, 1984

December 7, 2022