

<p><b>Kelsey School Division</b>  <b>Box 4700</b>  <b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: EBBA</b></p>
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## **FIRST AID COURSE**

Kelsey School Division recognizes the need for employees in the school Division to obtain and hold valid first aid certificates. The School Division also recognizes the fact that it is impossible to provide instruction for everyone to hold a valid certificate at the same time and agrees to phase in the obtaining of these certificates.

In order to promote safety for the employees as well as the students, the School Division will support the course in the following manner.

### CUPE EMPLOYEES

- a) First priority will be given to CUPE employees working directly with children. These employees will be given an opportunity to take the program during working hours and the school Division will pay the instructor's fees. This group will include bus drivers, day custodians, teacher-aides and secretaries. The first aid course for bus drivers is mandatory.
- b) All other CUPE employees including maintenance personnel, library clerks and evening custodians will be allowed to take the course on a voluntary basis. These employees will be given an opportunity to take the program during working hours and the school Division will pay the instructor's fees.

### TEACHING STAFF

- a) The first aid course will be given to teachers who work directly with students in potentially dangerous situations, and all teachers of physical education and outdoor education. Kelsey School Division will pay the instructor's fees. The taking of a first aid course will be on a voluntary basis.
- b) All other staff will be allowed to take the program on a voluntary basis. Kelsey School Division will pay the instructors' fees.

### OTHER EMPLOYEES

All other Kelsey School Division employees not mentioned above will be allowed to take the program on a voluntary basis with the school Division paying the instructor's fees.

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As the Board recognizes the need for this program and as stated above, it will permit working hours to be used for training for this certificate.

The bus drivers whose certificates are mandatory will be required to attend one of the sessions. For all other employees, the onus shall be on them to inform the Division office of their intentions to take the program. This list will be prioritized as to the employees taking a particular course and shall be at the discretion of the administrator in charge of the course. Should an inservice day be used, all teachers will be informed, and the onus shall be on them to register for the program on that day. This is applicable for the initial certificate as well as renewing of certificates.

Additional training in the areas of other life-saving programs will not be supported by the Division as these programs are considered individual choices and will not be offered during any of the above noted times.